



DISTRICT OF SAANICH  
PLANNING DEPARTMENT  
ADMINISTRATION

## **PLANNING CLERK Temporary Full Time Position - (Up to 3 Years)**

If you are customer service driven and enjoy working on a team, the District of Saanich has an opportunity for you. The Planning Clerk provides clerical, administrative support and customer service to various sections of the Planning Department. The successful candidate will be responsible for word processing assignments, maintaining an electronic mail log, data entry, filing, receiving applications, entering cases and circulating case information, database updating and maintenance, handling cash and issuing receipts. Other duties involve providing the public with parcel and case information as well as routine information regarding department regulations at the counter, through phone and email.

The ideal candidate thrives in an environment where multitasking is required and accuracy and attention to detail are essential. Candidates must have experience or training in standard computer applications including word processing, spreadsheets, electronic mail and internet; experience with data entry and one year of office experience in a Planning Department environment, including working in a customer service capacity. Previous local government experience is an asset.

Requirements include: Grade 12 or equivalent plus a certificate in office or business administration; Experience or training in standard computer applications including word processing, spreadsheets, electronic mail and internet; Experience with databases; One year of office experience in a Planning Department environment, including experience working in a customer service capacity; Experience in receiving and balancing cash; Candidates with an equivalent combination of education and experience may be considered. In addition to the interview process, testing will be conducted. We thank all applicants for applying. Only those under consideration will be contacted.

**This is a C.U.P.E. Local 2011 position with a wage of \$34.41 per hour with an excellent benefits package. Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). Please apply by 11:45 p.m. on FRIDAY, MARCH 21, 2025, quoting competition 25066 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7**