

Employment Opportunity

Municipal Clerk I **(Casual, up to two positions)**

Posted February 21, 2025

The City of Fernie is now accepting applications for up to two (2) **Casual, Municipal Clerk I**. These positions are casual in nature, with no guarantee of hours.

Reporting to the Manager of Finance, or designate, the Municipal Clerk I is responsible for departmental clerical and administrative support work that assists the organization to provide excellent service delivery. Customer-oriented service skills are a must. This role requires a professional approach and communication skills to respond to citizen needs and customer requests.

NOTE: *This job description is not ratified and will be under review between the City and CUPE Local 2093 to more accurately reflect the current roles and responsibilities of the position at the City.*

DUTIES AND RESPONSIBILITIES

- General clerical and administrative functions.
- Provides customer service in processing inquiries, applications, and receives and processes payments for a variety of core municipal services provided by the city.
- Accounting-clerical and computer operation functions relating to entering and balancing payments and charges for services or goods provided.
- Maintains files and records, prepares forms and correspondence, and prints and mails materials for distribution as directed or when required.
- Serves as a “floater” for all departments for a variety of routine tasks.
- Acts as relief in absence of the Municipal Clerk I or II as required, to ensure business continuity.
- Other duties as may be required.

MINIMUM QUALIFICATIONS:

- Grade 12 or equivalent, supplemented by some relevant business/accounting courses or equivalent relevant job experience.
- Computer data entry, word processing, and computer operation skills.
- Basic typing skills (55 wpm)

KNOWLEDGE, SKILLS, AND ABILITIES

- Proven organizational and communication skills.
- Ability to tactfully handle confidential inquiries and information.
- Strong attention to detail.

COMPETENCIES FOR SUCCESS

- Positive attitude with a collaborative demeanor.

ADDITIONAL INFORMATION:

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

Wages are in accordance with CUPE Local 2093 Collective Agreement (\$34.60/Hour). This is a casual position, non benefitted, with no guarantee of hours.

Detailed applications containing resume and cover letter should be received at careers@fernie.ca by :
12:00 PM March 3, 2025.

Applications can be addressed to Suzanne Halley; careers@fernie.ca

Suzanne Halley, Manager of Finance
c/o Human Resources
City of Fernie, PO Box 190
Fernie, BC, V0B 1M0 or
email careers@fernie.ca

We wish to express our appreciation to all applicants for their interest in applying for this position. However, only candidates selected for an interview will be contacted.

The City of Fernie strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, City of Fernie will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.