



DISTRICT OF SAANICH
LEGISLATIVE & PROTECTIVE SERVICES
LEGISLATIVE SERVICES

COMMITTEE CLERK ASSISTANT Permanent Full Time Position

The Legislative Services Division is seeking a motivated self starter to join our skilled and diverse team. As a Committee Clerk Assistant, you will provide clerical and related support services requiring the accurate and efficient handling of a variety of tasks. This includes administrative support services to advisory committees. You will respond to enquiries from external and internal clients, maintain and update the appropriate section of the District's website, and undertake statutory and general meeting notification with set deadlines and specific legal and technical requirements. You will also be responsible for maintaining a variety of records, assisting with the overall management of the Division's file system, including the creation, maintenance and disposition of records in accordance with the corporate records management programs.

As an ideal candidate, you thrive in a fast-paced environment where accuracy and attention to detail are essential, and deadlines are met. You have comprehensive knowledge of corporate administrative practices, demonstrated ability to problem solve and effectively prioritize workload, and excellent communication and organizational skills. A strong customer focus and the ability to be flexible in a changing work environment are equally important.

As a qualified candidate you will have: Grade 12 or equivalent, plus one year of post-secondary secretarial or office administration courses; one year office experience performing responsible clerical and secretarial work and experience dealing with the public, and records management systems, preferably in a local government environment; experience with personal computers and computer-based applications including courses of advanced level word processing and intermediate level of excel, and website applications.

The successful candidate will be required to work Monday to Friday, 8:30 a.m. – 4:30 p.m.

This is a C.U.P.E. Local 2011 position with a wage of \$34.41 per hour and an excellent benefits package. Job description and

competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on Monday, March 17, 2025 quoting competition 25058 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted.

The District of Saanich is recognized as one of BC's Top Employers for 2025. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca. We thank all applicants for applying. Only those under consideration will be contacted.