

ANIMAL CONTROL BYLAW CLERK

(CASUAL)(UP TO 2)

Competition #2025-21

March 25, 2025



The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in our eight electoral areas and six member municipalities. We are the third most populous regional district in BC, stretching from Abbotsford to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

People are at the center of everything we do, and we strive to put the needs of those we serve and the employees in the organization at the forefront of our day-to-day work. We are an organization that values teamwork and respect. We are committed to diversity, equity, inclusion, and being representative of the region we serve. We invite all qualified candidates to apply. We are dedicated to the ongoing process of building relationships and examining our work to ensure that the principles of inclusion, collaboration, and reconciliation are included. If you have a passion for public service and want to make a difference in the lives of those who live, work, and learn in the Fraser Valley, consider coming to work with us.

We are seeking up to two casual Animal Control Bylaw Clerks to join our Animal Control Program in Chilliwack. These highly motivated, independent and animal-savvy individuals, under the direction of the Animal Welfare and Regulatory Supervisor, will work as part of a team, providing excellent customer service and support for animal control bylaw enforcement. Duties include tracking a large number of documents and files; working to deadlines, accepting fees and dog licence applications; maintaining forms, reports and records; and liaising with customers to answer queries and process various documents. You must recognize the need for security in protecting the sensitive nature of Regional District matters.

If you love working with the public and animals, have a positive, can-do attitude and a keen sense of humour, you will fit right in. Bring your positive energy, ambition and desire to learn, and we'll take care of the rest.

The ideal candidate must have:

- » Completion of grade 12 supplemented by Bylaw Compliance, Enforcement and Investigative Skills course (Level 1) as offered by institutions such as the Justice Institute of B. C., supplemented by courses in office practices, along with a minimum of 1-year clerical experience, or an equivalent combination of education and experience;
- » Ability to communicate clearly and effectively with excellent customer service and conflict resolution skills;
- » Ability to interpret bylaws, policies and procedures and explain them to the public;
- » Excellent computer skills, with a high level of proficiency with Microsoft Office, and the ability to acquire a sound knowledge of electronic filing software;
- » Ability to acquire a sound knowledge of FVRD animal control bylaws, Provincial statutes and regulations, and local geography;
- » Must demonstrate maturity, sound judgement and the ability to handle confidential and sensitive matters with discretion and integrity;
- » A valid Driver's Licence.

The start rate for this casual union position is \$26.33 per hour (2024 rate) plus 16% in lieu of benefits. Upon successful completion of the required 960-hour probationary period, the rate will increase to \$30.98 per hour (2024 rate) plus 16% in lieu of benefits. This casual position is to relieve or replace employees on an intermittent and temporary basis. You must be available for shifts from Monday through Saturday anytime between 7:00 a.m. and 8:00 p.m.

If you have a passion for public service and want to make a difference in the lives of Fraser Valley residents and FVRD employees, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Visit www.fvrd.ca/careers to apply for this competition by 4:30 p.m. on April 15, 2025.

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.