



DISTRICT OF SAANICH
FINANCE
REVENUE SERVICES

UTILITY CLERK
Temporary Full Time Position
(Approximately 4 Months)

The Revenue Services Division of the Finance Department is seeking a temporary full-time Utility Clerk I. The position involves daily activities related to utility metering and billing functions. Mainly responding to routine counter, telephone, electronic or written enquiries from the public, outside agencies and other departments regarding utility billing, the Utility Clerk also receives payments and performs clerical functions for the Utility Billing section.

Requirements include Grade 12 or equivalent, supplemented by post-secondary courses in accounting or office administration; one year of experience in an accounting office environment and dealing with the public; working knowledge of spreadsheets and word processing (Excel and Word); and keyboarding speed of 40 wpm. An equivalent combination of education and experience may be considered.

The successful candidate will work Monday – Friday 8:30 a.m. – 4:30 p.m. As part of the recruitment process, testing will be conducted. Although 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 plus 15% in lieu of benefits. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on May 26, 2025 quoting competition 25132.**

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.