

Building Records Clerk (Part Time)

Development and Regulatory Enforcement Services Department



Overview

The City of Chilliwack is home to more than 100,000 residents and offers a wide range of services to best serve the population. If you want to work for a supportive employer in a city with exceptional outdoor amenities minutes away, a bounty of farm-to-table options and a rich history, Chilliwack is the place for you.

As a rapidly growing municipality committed to quality service and a positive work environment, we are seeking talented professionals who want to make a difference in the community. The Development and Regulatory Enforcement Services Department at the City of Chilliwack is seeking a dynamic individual to fill the position of Building Records Clerk.

Are you the one we're looking for?

The City of Chilliwack takes great pride in its focus on providing excellent service to its citizens and we are looking for a like-minded person to join our team. In this role as a part time Building Records Clerk, you will assist in the efficient operation of the Development and Regulatory Enforcement Services Department's through reliable performance in clerical and administrative duties. In addition to your excellent interpersonal skills, you are a highly motivated individual that is goal-oriented and can work efficiently with a varied workload. You are also a critical thinker with a demonstrated ability to problem solve.

If you have the following knowledge, skills and abilities we encourage you to apply.

- Must have a minimum of grade 12 education supplemented by courses in office practice and secretarial training;
- Sound knowledge of business English, spelling and punctuation;
- Sound knowledge of filing systems, procedures and practices;
- Good knowledge of modern office practices and procedures;
- Able to operate a variety of standard office equipment including the word processing equipment;
- Able to be polite, courteous and tactful in dealing with the public and be neat in appearance;
- Able to establish and maintain an effective working relationship with elected and department officials and other members of the staff;
- Able to maintain and control a filing system;
- Knowledgeable of bylaws pertaining to building and zoning regulations.

The hourly rate of pay in this position is \$33.32 (2025 rate). The incumbent in this class will normally work the standard work week of Monday to Friday in accordance with the hours specified, and on occasion work overtime as authorized. The City of Chilliwack is proud to be a competitive employer offering opportunities for professional development, competitive compensation and comprehensive benefits packages, and a focus on corporate wellness.

How to Apply:

Job Title: Building Records Clerk (Part Time)

Competition Number: 2025-30

Closing Date: April 22, 2025 at 4:30pm

Visit chilliwack.com/careers to apply for this or other positions.
