

Administrative Assistant - Economic Development, Partnerships, and Real Estate (Exempt)

Job Requisition	JR-2025-83 Administrative Assistant - Economic Development, Partnerships, and Real Estate (Exempt) (Open)
Job Family	Exempt
Start Date	2025-04-25
End Date	2025-05-09
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Community-Services-Building/Administrative-Assistant---Economic-Development--Partnerships--and-Real-Estate--Exempt-_JR-2025-83
Description	<p>Application Closing Date: May 9, 2025</p> <p>NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.</p> <p>Salary Range: \$65,379.89 - \$76,917.51</p>

Job Description Under Review

Reporting primarily to the Manager, Economic Development and Partnerships, the incumbent will utilize their administrative expertise to support activities in the Economic Development and Partnerships Department and Real Estate Department. As a dynamic department, daily activities and priorities will vary to include a variety of clerical and administrative work, supporting real estate management, and financial management for two collaborative workgroups.

Duties Include:

- Assists in drafting legal documents, including but not limited to leases, licenses, tenancy agreements, statutory rights of way, road dedications, and Local Government forms.
- Coordinates insurance coverage, assessments, and payments.
- Participates in the depart budget preparation and monitors department expenditures and flags budget and expenditure variances for review with the Manager.
- Prepares a wide variety of items including reports, technical and legal correspondence, minutes, agendas, notices, bylaws, agreements, and contracts.
- Maintains and tracks agreements and lease renewals.
- Calculates simple valuations on real property.
- Completes background research using relevant associations such as BC Online, CivicNet, or related programs for assigned projects.
- Reviews real estate plans and maps.
- Performs various clerical duties including maintaining departmental files and records, copying and distributing a variety of documents and following up on outstanding documents for registration and execution.
- Responds to public and staff inquiries on matters relating to the Department and provides information or re-directs to appropriate staff.
- Liaises with various parties to complete legal transactions and ensures documents are maintained as permanent records.
- Maintains highly confidential files.
- Organizes events and schedules appointments and meetings.
- Drafts original correspondence; data research; and transmits reports and other communications to staff, external agencies, and stakeholders.
- Acknowledges receipt of, researches, drafts responses and responds to inquiries,

- complaints, and tracks correspondence.
- Protects and improves the City's image by resolving complaints and promoting good public relations.
- Performs other related duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Completion of a recognized Legal Secretary or Office Administration Certificate, or other related certificate program.
- Minimum 3 years' as an administrative assistant that includes experience in at least one of the following areas: conveyancing, survey, real estate law, and/or appraisals.
- Experience reviewing real estate plans and maps.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Thorough knowledge of business English, punctuation, and grammar.
- Working knowledge of office procedures, functional terminology, and departmental regulations.
- Proficient in Microsoft Office Excel, Word (including mail merges), PowerPoint, and other related software.
- Skilled production of neat, accurate typing of 55 correct words per minute.
- Exercises courtesy, tact, diplomacy, and some persuasion in the exchange of non-routine information with other City employees, businesses, and members of the general public.
- Communicates effectively orally and in writing.
- Sound knowledge of standard office equipment.
- Exceptionally well-organized and able to work effectively with minimal guidelines and supervision.
- Exercises mature judgment regarding confidential & sensitive information.
- Excellent telephone skills.
- Flexible and able to prioritize work in a fast-paced, environment, working to a deadline.

Preferred Education and Experience:

- Experience in municipal government
- Real Estate or Appraisal Licenses
- Knowledge of the Community Charter, Local Government Act, and FOIPPA Legislation

To Apply:

Please submit your resume, quoting the appropriate competition online at vernon.ca/careers by selecting "apply" and creating a candidate profile. Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type
Location
Time Type
Locations

Permanent
Community Services Building
Full time



Supervisory Organization Economic Development & Partnerships