

# Township of Langley

<b>Job Title:</b>	Support Clerk
<b>Competition Number:</b>	25-U054
<b>Employment Type:</b>	Temporary Full-Time (from approximately May 20, 2025 to May 22, 2026)
<b>Pay Rate:</b>	\$29.48 - \$34.63 per hour (five steps, 2024 rates) plus 13.5% in lieu of benefits
<b>Hours of Work:</b>	35 hours per week; Monday to Friday, 8:30am - 4:30pm
<b>Competition Opening Date:</b>	April 28, 2025
<b>Competition Internal Closing Date:</b>	May 6, 2025
<b>Competition External Closing Date:</b>	May 12, 2025

## Job Overview

The Township of Langley is currently recruiting for a temporary full-time **Support Clerk** (from approximately May 20, 2025 to May 22, 2026) to join our team of professionals in the Engineering Division, Engineering Administration and Business Support Department. Reporting to the Manager, Administration and Business Services, in this unionized position you will represent the Division as the main point of contact for providing customer service, as well as prepare and process a variety of enquiries, requests and applications. This position will appeal to candidates who manage and prioritize tasks with speed and accuracy and are committed to excellence in customer service.

## Responsibilities

- Receive and process applications for a variety of engineering permits
- Respond to enquiries, requests and complaints by phone, email and in person, and assist by explaining and interpreting rules, regulations and general policies
- Perform a variety of tasks in support of the Engineering and Public Works Divisions
- Maintain and update a variety of records including electronic and manual files, and retrieve information from files as required
- Perform related work as required

## Qualifications

- Completion of Grade 12, supplemented by commercial and accounting courses plus considerable related experience, preferably in a municipal environment or an equivalent combination of training and experience
- Sound knowledge of business English, spelling, arithmetic, and proper vocabulary for preparation of correspondence
- Considerable knowledge of engineering permitting rules, regulations, and procedures
- Knowledge of records management, billing, indexing and related business support functions
- Ability to communicate effectively with the public, internal and external contacts in processing a variety of enquiries, complaints and related matters

## Apply Now

Visit [tol.ca/careers](https://tol.ca/careers) to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

*We appreciate all applications; however, only short-listed candidates will be contacted for an interview.*