

Township of Langley

Job Title:	Clerk Typist IV
Competition Number:	25-U064
Employment Type:	Regular Full-Time
Pay Rate:	\$31.97 - \$37.58 per hour (5 steps, 2024 rates) plus benefits
Hours of Work:	35 hours per week; Monday to Friday, 8:00am – 4:00pm
Competition Opening Date:	May 8, 2025
Competition Internal Closing Date:	May 16, 2025
Competition External Closing Date:	May 22, 2025

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Clerk Typist IV** to join our team of professionals in the RCMP Division, Police Services Department. Reporting to the Manager, Business Support Police Services, in this unionized position you will perform complex administrative work at the supervisory level. The successful applicant will provide leadership on a wide variety of departmental matters and assist with the implementation of new work programs and processes.

Responsibilities

- Perform administrative tasks at the leadership level, assign and check the work of other clerical staff
- Act as a secretary to senior supervisors, schedule appointments/meetings, prepare agendas and take minutes
- Maintain up-to-date knowledge of departmental work in process
- Provide a variety of information to internal/external contacts and the public
- Draft non-routine correspondence, prepare reports and follow-up notes and records
- Maintain frequent contact and deal tactfully with internal/external clients
- Perform related work as required

Qualifications

- Completion of Grade 12 including or supplemented by courses in stenography, typing and standard commercial subjects, plus considerable experience as a Clerk-Typist III, or an equivalent combination of training and experience
- Thorough knowledge of policing departmental rules, regulations, procedures and functions
- Ability to take and transcribe dictation with accuracy and considerable speed
- Ability to communicate effectively and tactfully with RCMP members and internal/external contacts
- Ability to establish priorities and schedule workloads to meet deadlines

Enhanced RCMP Reliability Status is required. (Not required as part of the application process, however, will be required upon consideration for employment)

Apply Now

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