



**RECOGNIZED.  
REWARDED.  
VALUED.**



At the City of Abbotsford, we offer ongoing personal and professional development opportunities, competitive compensation, and a comprehensive benefits package.

The City of Abbotsford is committed to creating a workplace that fosters a culture of diversity and inclusion. We encourage applications from individuals from all genders, backgrounds and underrepresented groups.

We are happy to work with applicants requesting accommodation at any stage of the hiring process.

**Bylaw Screening Officer  
Legal & Legislative Services  
CUPE, Temporary Full Time  
Posting #J0525-1167**

The City of Abbotsford's Bylaw Services Department is currently seeking two self-motivated and experienced Bylaw Screening Officer to join their dynamic team on a temporary basis. Reporting to the Senior Manager, the Bylaw Screening Officer is primarily responsible for administering the bylaw dispute adjudication program for the City. The incumbent reviews and processes all bylaw notice enforcement disputes in accordance with the Bylaw Notice Enforcement Act and City procedures and policy.

The Bylaw Screening Officer is responsible for providing information and clarification to the public regarding bylaws, policies, and regulations, including payment procedures and dispute resolution processes. Complex or specialized inquiries are directed to the Senior Manager as appropriate. Additional responsibilities include administering adjudication hearings, entering into compliance agreements, and processing judgments registered against property titles. The incumbent must have considerable knowledge of the relevant sections of the bylaws and regulations related to municipal operations as well as the Canadian legal system, court procedures, rules of evidence and related federal acts and provincial statutes.

**As our ideal candidate you will have:**

- Grade 12 supplemented by a certificate in Local Government Administration or related field from a recognized post-secondary institution.
- Minimum two years' administrative work experience including working with the Local Government Act.
- Minimum one year experience processing bylaws related folders in the AMANDA system or an equivalent information system.
- A valid BC Class 5 Driver's Licence

This position is unionized, CUPE Local 774, with an hourly rate of pay from \$30.75 - \$36.21, plus a comprehensive benefits package. Please note, the successful applicants will be required to provide a current and clean Drivers' Abstract and complete a satisfactory Police Information Check prior to the start date.

The City of Abbotsford is committed to creating a workplace that fosters a culture of diversity and inclusion by attracting, retaining and developing a talented and diverse workforce which broadly reflects the community and citizens we serve. As such, we encourage applications from individuals from all genders, backgrounds and underrepresented groups. We will be happy to work with applicants requesting accommodation at any stage of the hiring process.

If you are looking for a challenge and an opportunity to make an impact in a fast-growing municipality, we want to hear from you!

To apply, please visit us online at: [www.abbotsford.ca/careers](http://www.abbotsford.ca/careers)

**Closing Date: June 29, 2025**