

Legislative Clerk (Temporary, Full-Time) - 1717

Close Date:

August 7, 2025

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

Are you detail-oriented, team-focussed, and ready to make a meaningful impact in your community? The City of Kamloops is seeking a dynamic Legislative Clerk to join our collaborative legislative team on a temporary, full-time basis. This role will be central to the administrative operations surrounding the upcoming municipal election and Alternate Approval Processes (AAPs). You'll be at the heart of preparing materials, supporting public-facing processes, and ensuring transparency and accuracy in one of the most important democratic functions the City serves. You'll work side-by-side with experienced professionals in an environment that values teamwork, attention to detail, and public service. Join a team that is shaping Kamloops' future through good governance and community engagement. If this opportunity interests you, apply today!

Kamloops blends stunning natural beauty, a vibrant community spirit, and urban amenities with unparalleled outdoor adventure. Known as Canada's Tournament Capital, this welcoming city offers an affordable lifestyle, short commutes, and access to world-class recreation like Sun Peaks, lakes, bike parks, and more. Whether you're exploring Indigenous heritage at the Secwépemc Museum, dining on farm-to-table cuisine, or hitting the mountain trails, Kamloops invites you to live, play, and connect in a place where the Thompson River winds through a landscape as rich in opportunity as it is in culture.

Watch this video to learn more about the department! [This is City of Kamloops Corporate Services](#)

The successful candidate must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Completion of a one-year post-secondary certificate or higher, in Business Administration, Local Government Administration, or a related field.
3. Minimum of two years of experience (within the last five years) in an administrative or clerical role.
4. Proficient in intermediate Word, as demonstrated through testing.
5. Proficient in Adobe Acrobat Pro, as demonstrated through testing.
6. Proficient in proofreading and grammar, as demonstrated through testing.
7. Proficiency in recording meeting minutes, as demonstrated through testing.



For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE Local 900 position.

This position can be hired under a modified work schedule, Monday to Friday: 8:00 AM to 4:30 PM (one extra day off every third week). Please see attached Terms of Reference.

This is a temporary position until approximately November 13, 2026.

Hourly Rate

\$36.840

Hours & Days of Work

Monday – Friday 8:00am – 4:00pm (summer) 8:30am – 4:30pm (winter)

OR

8:00am – 4:30pm (modified work schedule)

Hours per Week

35 or 37.5

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.