

Township of Langley

Job Title:	Support Clerk
Competition Number:	25-U106
Employment Type:	Regular Full-Time
Pay Rate:	\$29.48 - \$34.63 per hour (five steps, 2024 rates)
Hours of Work:	35 hours per week; Monday to Friday, between the hours of 8:00am – 4:30pm
Competition Opening Date:	August 25, 2025
Competition Internal Closing Date:	September 3, 2025
Competition External Closing Date:	September 8, 2025

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Support Clerk** to join our team of professionals in the Permits, Licences & Inspections Division. Reporting to the Senior Manager, Permits, Licences & Inspections Administration, in this unionized position you will provide a variety of support services to internal and external customers. This position will appeal to applicants who are detail oriented and committed to excellence in customer service.

Responsibilities

- Receive and process applications for various building permits issued through Permits, Licences & Inspections Division and forward applications to appropriate staff for review and approval
- Receive and classify business license applications according to categories; circulates inspection forms to other divisions and departments as appropriate
- Provide routine information related to the zoning bylaw and related information, and refer more complex enquiries to appropriate staff as required
- Assemble files and distribute reports to staff for further action
- Maintain and update a variety of computer files, manual files and retrieve information as required
- Complete a variety of tasks in support of the Permits, Licences & Inspections Division
- 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 modern business practices and procedures
- Ability to draft routine correspondence and format reports/documents and forms
- Knowledge of recordkeeping, billing, indexing and related clerical functions
- Ability to deal effectively with the public and other employees in processing a variety of enquiries, complaints and related matters is required

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