

# Township of Langley

<b>Job Title:</b>	Bylaw Clerk (up to 2)
<b>Competition Number:</b>	25-B023
<b>Employment Type:</b>	Auxiliary
<b>Pay Rate:</b>	\$30.70 – \$36.08 per hour (5 steps, 2024 rates) plus 13.5% in lieu of benefits
<b>Hours of Work:</b>	Non-standard hours and/or non-standard work week
<b>Competition Opening Date:</b>	September 15, 2025
<b>Competition Internal Closing Date:</b>	September 29, 2025
<b>Competition External Closing Date:</b>	September 29, 2025

## Job Overview

The Township of Langley is currently recruiting for up to 2 auxiliary **Bylaw Clerks**, to join our team of professionals in the Bylaw Enforcement Division, Bylaw Enforcement Business Support Department. Reporting to the Manager, Business Support – Bylaw Enforcement, in this unionized position you will perform a variety of moderately complex work requiring considerable knowledge of the departmental functions, procedures and policies. This position will appeal to applicants who have the ability to multi-task, have a considerable level of tact and diplomacy and are committed to excellence in customer service.

## Responsibilities

- Receive, record and review disputed bylaw tickets, review information and evidence from the disputant and review bylaws to ensure violations are applicable and verify issued tickets
- Respond to enquiries, requests and complaints by telephone, email and in-person
- Prepare and process documents related to adjudication and bylaw enforcement proceedings
- Provide routine information related to the zoning bylaw and related information, and refer more complex enquiries to appropriate staff as required
- Prepare and maintain a variety of records, statistics and reports
- Perform related work as required

## Qualifications

- Completion of Grade 12 plus sound related experience in municipal bylaws or office administration, or an equivalent combination of training and experience
- Considerable knowledge of departmental functions, programs and services related to the work
- Knowledge of recordkeeping, billing, indexing, and related clerical functions
- Ability to communicate and deal effectively with internal/external contacts

## 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.*