

Bylaw Records Clerk (Time Duration)

Development and Regulatory Enforcement Services Department



Overview

As a rapidly growing municipality committed to quality service and a positive work environment, we are seeking talented professionals who want to make a difference in the community. The Development and Regulatory Enforcement Services Department at the City of Chilliwack is seeking a dynamic individual to fill the Time Duration Bylaw Records Clerk position.

Are you the one we're looking for?

The incumbent will perform a variety of typing, filing, clerical, and receptionist duties that vary in responsibility and complexity. Tasks include typing correspondence and other materials from copies, drafts, rough notes, or general instructions; preparing agendas, recording and finalizing minutes; processing and issuing permits, licenses, and related documents; compiling records and statistics; and filing and maintaining departmental records.

In addition, the incumbent will provide assistance and information to the public by telephone or in person regarding bylaws. This includes taking complaints, providing advice/assistance of a routine nature on bylaws and their regulations and being responsible for the processing of traffic tickets and other bylaw penalty notices. If you have the following knowledge, skills and abilities we encourage you to apply.

- Must have a minimum of grade 12 education, augmented with typing and commercial courses - OR - an acceptable combination of training and experience;
- Knowledgeable of the functions, methods, rules, procedures and regulations governing appropriate department activities;
- Good knowledge of business English, spelling, punctuation and able to do arithmetic calculations and computations;
- Good knowledge of modern business office practices and procedures;
- Able to compose routine correspondence and take minutes of meetings as required;
- Able to perform clerical and secretarial assignments with minimal supervision;
- Able to authoritatively process a variety of calls, complaints and inquiries and provide information and assistance to the public on procedural, regulatory and related matters accurately and completely;
- Able to establish and maintain an effective working relationship with department officials and other members of the staff;
- Able to operate a variety of standard office equipment, including word processing equipment;
- Able to type accurately and rapidly;
- Able to be polite, courteous and tactful in dealing with the public and be neat in appearance;
- Knowledgeable of bylaws pertaining to building and zoning regulations.

The hourly rate of pay in this position is \$33.32 (2025 rate). The incumbent in this class will normally work the standard work week of Monday to Friday in accordance with the hours specified, and on occasion work overtime as authorized. The City of Chilliwack is proud to be a competitive employer offering opportunities for professional development, competitive compensation and comprehensive benefits packages, and a focus on corporate wellness.

How to Apply:

Job Title: Bylaw Records Clerk (Time Duration)

Competition Number: 2025-84

Closing Date: October 10, 2025 at 4:30pm

Visit chilliwack.com/careers to apply for this or other positions.
