

BUILD A CITY. BUILD A FUTURE.



LEGISLATIVE SERVICES ASSISTANT

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. Build a City. Build a Future at the City of Surrey.

SCOPE

The Legislative Services Assistant is responsible for working as a member of a high performing team to execute a variety of moderately complex and diversified clerical support work. Working at this level requires critical thinking, independent judgment, willingness to take initiative (within defined guidelines), and the proficiency to follow departmental procedures with minimal supervision. Effective written and verbal communication skills are critical to this position as the Legislative Services Assistant interacts with both internal and external customers, the successful candidate must have the composure to work with strict deadlines and changing priorities

RESPONSIBILITIES

- Answering inquiries and complaints from the public and staff.
- Explaining departmental procedures.
- Assisting other members of Legislative Team as required.
- Review planning reports and permits.
- Draft bylaws.
- Draft agendas and minute workup.
- Assisting with Council Package Preparation (may include overtime).
- Setting up the Council Chamber for Council Meetings (may include overtime).
- Preparing and coordinating public notices.
- Managing petty cash.
- Performing moderately complex searches on the web and internal databases.
- Updating spreadsheets and posting information online.
- Preserve documents and information in accordance with records management policies and procedures.

QUALIFICATIONS

A qualified applicant will have:

- Completed Grade 12 supplemented by completion of several business courses at post-secondary level.
- A minimum 3 years of progressively responsible and diversified clerical experience.

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- A minimum typing speed of 40 wpm is required.
- Experience working in a digital environment using Microsoft Outlook, Word, Excel and Teams as well as Adobe is an asset.

Successful applicants must provide proof of qualifications.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Full Time

OTHER INFORMATION

Number of Job Openings: 1

Pay Grade: 15

Hourly Rate: \$31.97 (2024 Rates)

Steps	Hourly Rate (2024 Rates)
Step 1	\$31.97
Step 2 (6 Months)	\$32.90
Step 3 (18 Months)	\$33.50
Step 4 (30 Months)	\$34.75

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