

**BUILD A CITY.
BUILD A FUTURE.**
HELP US BUILD A WORLD-CLASS CITY.



CLERK 2, BUILDING RECORDS CENTRE – SUMMER POSITIONS AUXILIARY

*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.*

EMPLOYMENT STATUS

Union – CUPE Local 402 – Auxiliary (2 positions)

SCOPE

The Planning & Development Department is seeking for two Clerk 2 positions to support our busy summer season. As part of the Building Records Centre team, you'll play an important role helping both internal staff and members of the public access essential building information and services. This is a great opportunity to join a fast-paced, customer-focused environment where accuracy, teamwork, and service excellence truly make a difference.

Applicants must have strong verbal and written communication skills, as well as, have the ability to understand and effectively carry out written and oral instruction. You will have the ability to exercise good judgment and work independently. The successful applicant must have knowledge of computer applications and be able to perform clerical tasks according to established department rules and procedures.

RESPONSIBILITIES

- Maintaining records through daily filing procedures.
- Performing entry-level clerical work including repetitive tasks of limited complexity.
- Gathering information and processing documents at a routine level.
- Performing varied clerical duties including opening and distributing correspondence.
- Working with customers and having strong customer interaction skills.
- Other duties may include data entry, and maintaining office records such as files, reports, invoices, office supplies, and requisitions.
- Operation of office equipment, such as computers, word processors, photocopiers, fax machines and perform related office duties as required.

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QUALIFICATIONS

- Completed Grade 12 supplemented by courses in word processing, office practices and PC office applications.
- A minimum of 1 years' experience and training in an office environment.
- An accurate typing speed of 40 wpm is required.

OTHER INFORMATION

Pay Grade: 9

Hourly Rate: \$28.43 (2024 Rates)

Pay Steps	Hourly Rates
Step 1	\$28.43
Step 2 (6 months)	\$28.78
Step 3 (18 months)	\$29.52
Step 4 (30 months)	\$30.12

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