

Development, Engineering, and Sustainability (DES) Clerk (Temporary, Full-Time) – 1923

Close Date

May 19, 2026

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

The City of Kamloops has an opportunity for a **temporary, full-time Development, Engineering, and Sustainability (DES) Clerk**, whose responsibilities include receiving and processing applications, maintaining departmental file systems, compiling statistics for reporting purposes, receiving cash, processing mail, and providing relief and clerical assistance for many of the internal divisions. If you are someone who shares our corporate values of resiliency, purpose, trust, inclusivity, health conscious, and cooperation, then the Development, Engineering, and Sustainability Department is the place where you can grow your career and is the gateway to future opportunities!

Whether you're an outdoor enthusiast seeking thrills on the mountain bike trails of nearby Kamloops Bike Ranch, a history buff exploring the city's rich Indigenous heritage at the Secwépemc Museum and Heritage Park, or a foodie delighting in the farm-to-table cuisine of its local restaurants, Kamloops welcomes you with open arms and boundless opportunities to explore, discover, and connect. Get a sneak peek into the Kamloops lifestyle and upcoming events here – <https://www.tourismkamloops.com>

The successful candidate must have the following qualifications:

1. Completion of a post-secondary certificate in Local Government Administration, Business/Office Administration, or a related discipline, which includes the completion of at least one accounting course.
2. Completion of post-secondary computer courses or experience in intermediate word processing and intermediate spreadsheet applications as demonstrated through testing. (70% pass rate required)
3. Minimum one year's previous office experience where dealing with the public in person and answering inquiries from the public was a significant part of the job.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check.

This position will receive 14% in lieu of all benefits, vacation, stat holidays, and health time. This is a CUPE Local 900 position.

Hourly Rate

\$35.850

Hours & Days of Work

Monday to Friday 8:00am - 4:30pm 7:30am - 4:00pm

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.