

Township of Langley

Job Title:	Bylaw Clerk (up to 3)
Competition Number:	26-B033
Employment Type:	Auxiliary
Pay Rate:	\$30.70 – \$36.08 per hour (5 steps, 2024 rates) plus 13.5% in lieu of benefits
Hours of Work:	7 hours per day; Non-standard hours and/or non-standard work week
Competition Opening Date:	June 29, 2026
Competition Internal Closing Date:	July 13, 2026
Competition External Closing Date:	July 13, 2026

Job Overview

The Township of Langley is currently recruiting for up to three 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 clerical work requiring considerable knowledge of the departmental functions, procedures and policies. This position will appeal to individuals who excel in multitasking, exercise tact and diplomacy, and are dedicated to providing excellent 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
- Assist with preparation of documents related to adjudication and bylaw enforcement proceedings
- Respond to enquiries, requests and complaints by telephone, email and in-person
- Provide routine information related to bylaws 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 and related clerical functions
- Ability to communicate and deal effectively with internal/external contacts

Apply Now

Visit 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.