

Legislative Assistant (Permanent, Full-Time) - 1973

Close Date

July 6, 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

An exciting and challenging opportunity exists for a **permanent, full-time Legislative Assistant** at the City of Kamloops. The responsibilities include providing administrative support in the areas of Bylaws, Council and Committee meetings, agendas, minutes, all related meeting tasks, and election and referendum support. The Legislative Assistants are key members of the Legislative Services team and are vital to the smooth operation of the division. If you are someone who shares our corporate values of resiliency, purpose, trust, inclusivity, health consciousness, and cooperation, then the Legislative Services division may be the place where you can learn and grow your public administration career!

Living in Kamloops

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.

We have world class, hiking and biking trails, ski resorts, green spaces, and facilities to fit whatever your passions are! We are nestled in the interior of British Columbia a few hours away from the Okanagan lakes and the Vancouver coastline. This is Kamloops!

The successful candidate must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Completion of a Certificate in Local Government Administration and minimum two years' administrative assistant experience in a local government environment, **OR** completion of a post-secondary diploma with a focus on law, political science, public administration business, or information science, and minimum two years' experience in a legal or office environment.
3. Proficient in intermediate Word, as demonstrated through testing (70% pass rate required).
4. Proficient in Adobe Acrobat Pro DC, as demonstrated through testing (70% pass rate required).
5. Proficient in proofreading and grammar, as demonstrated through testing (70% pass rate required).
6. Proficient in recording meeting minutes, as demonstrated through testing (70% pass rate required).

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. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

Please note that this position is currently under review and the pay grade is subject to agreement between the employer and the Union.

Hourly Rate

\$ 39.990 (2025)

Hours & Days of Work

Monday – Friday 8:00 AM – 4:30 PM

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.