

Township of Langley

Job Title:	Support Clerk
Competition Number:	26-U076
Employment Type:	Temporary Full-Time (from approximately August 4, 2026 to July 9, 2027)
Pay Rate:	\$29.48 - \$34.63 per hour (five steps, 2024 rates) plus 13.5% in lieu of benefits
Hours of Work:	35 hours per week, Monday to Friday, 8:30am – 4:30pm
Competition Opening Date:	June 30, 2026
Competition Internal Closing Date:	July 9, 2026
Competition External Closing Date:	July 15, 2026

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Job Overview

The Township of Langley is currently recruiting for a temporary full-time **Support Clerk** (from approximately August 4, 2026 to July 9, 2027) to join our team of professionals in the Corporate Administration Division, Corporate Administration Business Support and Services Department. Reporting to the Manager, Corporate Administration Business Support and Services, this unionized position prepares and processes a variety of enquiries and requests, delivers exceptional customer service, and serves as a primary point of contact for the Division. This role is well-suited to candidates who excel at managing and prioritizing tasks efficiently and accurately, and who are committed to excellence in customer service.

Responsibilities

- Respond to enquiries, requests and complaints by phone, email and in person, and assist by explaining and interpreting rules, regulations, and general policies
- Maintain and update a variety of records including electronic and manual files, and retrieve information from files as required
- Perform a variety of tasks in support of the Corporate Administration Division
- Perform related work as required

Qualifications

- Completion of Grade 12, supplemented by commercial and accounting courses plus considerable related experience, preferably in a municipal environment or an equivalent combination of training and experience
- Sound knowledge of business language, spelling, arithmetic and professional correspondence standards
- Considerable knowledge of the rules, regulations, and procedures related to municipal corporate administration
- Knowledge of records management, billing, indexing and related business support functions
- Ability to communicate effectively with the public, internal and external contacts, in processing a wide range of enquiries, complaints and related matters

Apply Now

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We appreciate all applications; however, only short-listed candidates will be contacted for an interview.