

Secretary I - Protective Services (Part Time)

Job Requisition	JR-2026-165 Secretary I - Protective Services (Part Time) (Open)
Job Family	CUPE
Start Date	2026-07-08
End Date	2026-07-23
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Parkade-Building/Secretary-I---Protective-Services_JR-2026-165
Description	Internal Closing Date: Jul 16, 2026

External Closing Date:

Jul 23, 2026

Note: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

34.56

Minimum Weekly Hours:

20**Minimum 20 hours per week.**

Reporting to the Manager, Protective Services, this position performs a variety of routine secretarial, clerical, and reception work under limited supervision.

Duties Include:

- Acts as a receptionist, answering telephone inquiries and providing information of a routine nature or redirects inquiries, as appropriate.
- Receives Bylaw complaints for investigation from the public or other agencies, completes database records, and attaches documents or photographs.
- Enters payments, prepares bank deposit, maintains float and balances cash receipting system.
- Performs a variety of standard clerical and filing work including filing tickets, maintaining RCMP volunteer files (hard copy and electronic) and photocopying.
- Creates files for the Block Watch Program and files all program correspondence.
- Assists in the coordination and preparation of training programs, including preparing training materials, scheduling participants and facilities, and arranging instructors.
- Tracks, compiles, and coordinates information for reporting and metrics purposes.
- Provides general administrative support.
- Provides relief and backup support to the Bylaw Compliance Clerk for meal breaks and vacation.
- Performs other related duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Completion of a recognized secretarial, office administration, legal secretary, or other related certificate program.
- Minimum six months secretarial experience in a mid-sized or large organization.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Communicates with professionalism with members of the public and staff, both orally and in writing.
- Delivers exceptional customer service to City employees, volunteers, and the general public.
- Proficient in computer operations using Microsoft Office programs such as Word, Excel, Power Point, and Outlook.
- Comprehends and execute oral and written instructions.
- Proficient in the operation of standard office equipment, such as computers and copying equipment.
- Knowledge of techniques and practices related to general office administration and records management.
- Ability to de-escalate public interactions in a calm and empathetic manner.
- Performs routine clerical, data entry, and typing tasks.
- Thorough knowledge of business English, punctuation, and grammar.
- Types a minimum of 45 correct words per minute.
- Searches for information and compile data for files and other sources.
- Works with minimal supervision, adapts to changing situations, uses discretion and works with interruptions.

Conditions of Employment:

- The successful candidate will provide and maintain an acceptable Police Information Check.
- The successful candidate will provide and maintain RCMP Enhance Security Clearance.

Preferred Education and Experience:

- Experience in a policing or bylaw services environment.

To Apply:

Please submit your resume, quoting the appropriate competition online at vernon.ca/careers by selecting "apply" and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. Please note that we are unable to accept phone calls regarding application status.

Worker Sub-Type	Permanent
Location	Parkade Building
Time Type	Part time
Locations	
Supervisory Organization	Bylaw Compliance