

Development, Engineering, and Sustainability (DES) Clerk (Permanent, Full-Time) - 1987

Close Date

August 7, 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 is looking for a motivated and customer-focused **permanent, full-time Development, Engineering, and Sustainability (DES) Clerk** to join our team. In this dynamic role, you'll be at the heart of our DES Department, supporting the delivery of services that help shape and grow our community. Your work will include receiving and processing applications, maintaining departmental records, compiling statistical reports, processing payments and mail, and providing administrative support across multiple divisions. Every day offers the opportunity to collaborate with a variety of teams while making a meaningful contribution to the services we provide to our residents. If you're organized, enjoy working in a fast-paced environment, and take pride in delivering exceptional customer service, we'd love to hear from you. At the City of Kamloops, we foster a workplace built on our corporate values of resiliency, purpose, trust, inclusivity, health consciousness, and cooperation. This role offers an excellent opportunity to build your skills, expand your knowledge of municipal operations, and open the door to future career opportunities within the organization.

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

Hourly Rate

\$36.926

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.