

Township of Langley

Job Title:	Support Clerk
Competition Number:	26-U082
Employment Type:	Temporary Full-Time (from approximately September 14, 2026 to April 28, 2028)
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:	August 6, 2026
Competition Internal Closing Date:	August 14, 2026
Competition External Closing Date:	August 20, 2026

Job Overview

The Township of Langley is currently recruiting for a temporary full-time **Support Clerk** (from approximately September 14, 2026 to April 28, 2028) to join our team of professionals in the Engineering Division, Engineering Administration and Business Support Department. Reporting to the Manager, Administration and Business Services, in this unionized position you will represent the Division as the main point of contact for providing customer service, as well as prepare and process a variety of enquiries, requests and applications. This position will appeal to candidates who manage and prioritize tasks with speed and accuracy and are committed to excellence in customer service.

Responsibilities

- Receive, process and distribute applications to appropriate technical staff for various engineering permits for referral, review and approval
- Respond to enquiries, requests and complaints by phone, email and in person, and assist by explaining and interpreting rules, regulations and general policies
- Perform a variety of tasks in support of the Engineering and Public Works Divisions
- Maintain and update a variety of records including electronic and manual files, and retrieve information from files as required
- 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
- Considerable knowledge of engineering permitting rules, regulations and procedures
- Sound knowledge of business English, spelling, arithmetic, and proper vocabulary for preparation of correspondence
- 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 variety 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.