
Clerk 3 Building and Planning Clerk

DEPARTMENT:	Planning & Development - Building	STATUS:	Regular Full Time
NO. OF POSITIONS:	1	UNION:	CUPE, Local 387
HOURS OF WORK:	Up to 35 hours per week (Monday – Friday)	SALARY:	\$34.23 - \$40.21 per hour + comprehensive benefits

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 92,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

This is an exciting opportunity for an energetic and self-motivated individual to become a member of the administrative team in the Planning and Development Department. Your role will include performing complex clerical work requiring considerable knowledge of applicable departmental functions, procedures, policies and customer service duties in the Building and Planning divisions. You will work collaboratively with team members and perform diversified clerical duties requiring the exercise of considerable independent action and judgement. The work includes routine typing assignments and/or the responsibility for assisting a supervisor in routine administrative functions. The work is distinguished from that of Clerk II by the greater degree of complexity and responsibility entailed in performing diversified departmental clerical assignments or by the entailed supervisory responsibilities. The work is performed under general supervision and results are reviewed and evaluated by a supervisor to ensure conformance with established procedures, policies, and maintenance of established standards.

Requirements:

- Grade 12 graduation including or supplemented by courses in word-processing, typing and business, plus considerable related experience preferably as a Clerk II or an equivalent combination of training and experience as acceptable to the employer may be considered.
- Experience with Tempest and Prospero is considered an asset.
- Experience with JD Edwards and KRONOS is considered an asset.
- Thorough knowledge of business English, spelling, punctuation, arithmetic and good vocabulary for preparation of reports and correspondence.
- Considerable knowledge of applicable rules and regulations, methods and procedures governing departmental operations.
- Ability to deliver a positive and professional customer experience
- Sound knowledge of recordkeeping, billing, indexing, and related clerical functions.
- Ability to maintain complex records and prepare narrative and statistical reports.
- Ability to deal effectively with the public, other employees, and subordinates in processing a variety of enquiries, complaints and related matters.
- Ability to assign, review, and direct the work of staff engaged in clerical and related duties.
- Assists with the technical maintenance of the system; tests patches and upgrades.
- Ability to perform complex clerical and typing assignments with minimum supervision.
- Ability to compose non-routine correspondence, and prepare reports and related material independently.
- Ability to effectively use PC industry standard applications/software including Word and Excel and to operate common office equipment.
- Sound knowledge of the methods, practices and procedures used in operating computer word processing and other equipment as related to the work.
- Ability to assist with the intake, processing, tracking and administration of development applications and related documentation.
- Ability to manage competing priorities and provide support to multiple staff members.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

Apply online with your **resume and cover letter in one document** at www.newwestcity.ca/employment by **September 8, 2026**.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.
'It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*