

Township of Langley

Job Title:	Clerk Typist III
Competition Number:	26-U094
Employment Type:	Regular Full-Time
Pay Rate:	\$29.48 - \$34.63 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	35 hours per week; Monday to Friday; 8:00am – 4:00pm
Competition Opening Date:	August 25, 2026
Competition Internal Closing Date:	September 2, 2026
Competition External Closing Date:	September 8, 2026

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Clerk Typist III** to join our team of professionals in the RCMP Division, Police Services Department. Reporting to the Administrative Manager, Police Services, in this unionized position you will provide complex clerical support to the Langley Detachment. This position is responsible for transcribing audio and video recordings, assisting with procedures and forms, recording meeting minutes, and responding to correspondence. It will appeal to organized, detail-oriented applicants with strong clerical skills.

Responsibilities

- Compile and type statistical/narrative reports and routine correspondence
- Maintain a records management system and complete various statistical tasks
- Respond to telephone and email enquiries
- Enter data into RCMP software programs
- Improve and develop new work procedures/forms and interpret departmental rules and processes
- Perform related work as required

Qualifications

- Completion of Grade 12, supplemented by courses in typing and standard commercial subjects plus considerable experience as a Clerk Typist II; or an equivalent combination of training and experience
- Knowledge of the applicable detachment rules and regulations as it relates to Police Services
- Excellent computer skills (Word, Excel, and PRIME) and sound knowledge of business English
- Strong interpersonal, verbal and written communication skills, and the ability to communicate effectively with RCMP members and internal/external contacts
- Ability to compose non-routine letters and record minutes/notes as required
- Superior clerical aptitude and skill in typing rapidly and accurately
- Experience working in an RCMP environment is preferred

RCMP reliability status is required (not required as part of the application process, however, will be required upon consideration for employment).

Apply Now

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

