

Job Posting - Township of Langley

Job Title:	Support Clerk
Competition Number:	26-U110
Employment Type:	Temporary Full-Time (from approximately November 16, 2026 to November 19, 2027)
Pay Rate:	\$31.58 - \$37.09 per hour (five steps, 2026 rates) plus 14% in lieu of benefits
Hours of Work:	35 hours per week; Monday to Friday, 8:30am - 4:30pm
Competition Opening Date:	October 8, 2026
Competition Internal Closing Date:	October 19, 2026
Competition External Closing Date:	October 22, 2026

Job Overview

The Township of Langley is currently recruiting for a temporary full-time **Support Clerk** (from approximately November 16, 2026 to November 19, 2027) to join our team of professionals in the Permits, Licences and Inspections Division, Permits, Licences and Inspections Administration Department. Reporting to the Senior Manager, Permits, Licences and Inspections Administration, 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, review and process applications for plumbing, gas, residential building and other permits
- Receive and respond to routine enquiries related to zoning and property development
- Respond to enquiries, requests and complaints by phone, email and in person, and assist by explaining and interpreting rules, regulations and general policies
- 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
- Sound knowledge of business English, spelling, arithmetic, and proper vocabulary of correspondence
- Considerable knowledge of the applicable department rules, regulations and procedures.
- 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

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