Township of Langley

Job Title:	Clerk Typist III (up to 4)
Competition Number:	26-B044
Employment Type:	Auxiliary
Pay Rate:	$31.58 - $37.09 per hour (five steps, 2026 rates), plus 14% in lieu of benefits
Hours of Work:	Coverage as required; Non-standard hours and/or non-standard work week
Competition Opening Date:	November 6, 2026
Competition Internal Closing Date:	November 20, 2026
Competition External Closing Date:	November 20, 2026

Job Overview

The Township of Langley is currently recruiting for up to four auxiliary **Clerk Typist III's** to join our team of professionals in the RCMP Division, Police Services Department. These positions will provide clerical relief and coverage on an on-going basis as required. 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

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

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