



JOB POSTING - EXTERNAL

Dept:	Development Services Department – City Hall	Date:	2026-10-09
Position:	Clerk III – Development Services	Closing Date:	Until filled
Pay Rate:	\$ 37.90	Start Date:	Mid/late Dec. 2026
Term:	Temporary (12 to 18 mos) Full-time	Employment Type:	CUPE 105
Shift:	7.0 hr day, M-F, between 0830 and 1700 daily, with a 1-hour unpaid meal break		

The City of Prince Rupert respectfully acknowledges that we live and work on the traditional and unceded territories of the Ts'msyen and Sm'algyax-speaking peoples. We offer gratitude to the people who have lived on these lands since time immemorial.

Why work for the City of Prince Rupert?

The City delivers the essential services that keeps our community moving and supporting residents, local businesses, and industry every single day. Working here means more than just doing a job; it's about serving the community you call home, building meaningful relationships, and seeing the real impact of your work firsthand. We are deeply committed to fostering a respectful, inclusive, and supportive workplace where diverse perspectives, lived experiences, and local knowledge are not only welcomed, but truly valued. We encourage applications from individuals who share our commitment to public service and who want to help build a community where everyone feels they belong.

Let your skills and talent grow alongside us as we reshape our city's future!

Who you are...

You're organized, resourceful and enjoy working in a busy environment where priorities can change throughout the day. You're comfortable working independently, using good judgment and finding practical solutions when questions or situations aren't straightforward. You take pride in providing good customer service and understand that how you communicate with people is just as important as the information you provide. You care about the community you live and work in and take pride in contributing to the growth and prosperity of Prince Rupert.

You're also someone who enjoys learning. You're comfortable working with policies, procedures, bylaws and regulations and can take new information and apply it to your day-to-day work. You have strong attention to detail, manage your time well and can keep multiple tasks moving while meeting deadlines. Most importantly, you take pride in your work, follow things through and are someone your team can rely on.



Key attributes for success in this role include:

- **Customer Service:** You are approachable, courteous and professional when dealing with the public and staff. You listen, understand the question being asked and provide accurate information and direction in a respectful and helpful way.
- **Organization & Time Management:** You can establish priorities, manage competing demands and keep track of details while completing multiple tasks within expected timelines.
- **Critical Thinking & Problem Solving:** You can look at a situation, understand the information available and think through practical solutions. You're comfortable asking questions, learning new information and applying policies, procedures and regulations to determine the appropriate next step.
- **Communication & Technology:** You communicate clearly and professionally, both verbally and in writing, and are comfortable using computers and common office software, including word processing, spreadsheets, databases and other administrative systems.

What you'll do...

In this role, you'll provide day-to-day administrative and customer service support to the Development Services team. Your work will include:

- Provide friendly, professional service to customers at the counter, by telephone and by email, answering questions and directing customers to the appropriate department or resource.
- Process a variety of applications and requests, including Building Permits, Business Licences, Engineering Permits, Cemetery requests, Work Orders, Development Permits, Zoning Particulars, and Tax and Utility Certificates.
- Provide information, direction and assistance to the public regarding development review policies, procedures, guidelines, regulations and bylaws.
- Process incoming and outgoing mail and maintain organized filing and records systems.
- Perform a variety of administrative and clerical tasks, including data entry, typing, word processing, calculations, statistics and spreadsheet preparation.
- Complete cashiering duties and assist with reconciliations and other financial-related tasks as required.
- Schedule and coordinate meetings and assist with the preparation of agendas and minutes for regular Council meetings.
- Prepare and submit timesheet information and maintain accurate records.
- Order and maintain office supplies and inventory.
- Work with staff across the organization to ensure inquiries, requests and administrative tasks are followed through in a timely manner.
- Follow City policies, procedures and safety requirements and contribute to a safe and respectful workplace.
- Take on other related duties as required.



What you'll bring...

To be considered for this position you must meet the following education and qualification requirements as outlined below:

- Grade 12 diploma or equivalent
- Post-secondary certificate or diploma in office administration, business, accounting, legal administration, or related field.
- Minimum of 3 years of progressively responsible clerical or advanced administrative experience.
- Equivalent combinations of education and experience may be considered.
- One year of accounting coursework or two years' accounting-related experience in a municipal or public setting is considered an asset.

Work Environment:

This is a busy, public-facing office environment where you'll interact with customers throughout the day in person, by telephone and by email. Priorities can shift quickly, so the ability to stay organized, manage interruptions and keep work moving is important. You'll spend much of your day using computers and other office equipment, while also moving throughout the office and assisting with customer service needs.

The position involves a combination of regular movement and changes in working position throughout the day, with occasional lifting, carrying and moving of office supplies, files, boxes and other materials. You may also need to reach or rearrange materials and equipment as part of regular office operations. The role requires professionalism, discretion and the ability to remain organized and focused in a busy environment.

Compensation & Benefits

The City offers a strong total compensation package. This CUPE 105 position offers a competitive wage of \$37.90 per hour, along with eligibility for the City's comprehensive benefit plans and Municipal Pension Plan (MPP).

Other information that you should know

- This position is a long term temporary position, and applicants must be able to demonstrate they meet the City of Prince Rupert's eligibility requirements as outlined on our website: <https://www.princerupert.ca/city-hall/careers-volunteering/job-postings>
- If you are not a local applicant, you must be prepared to relocate to Prince Rupert, BC before starting work.

In application to this position, please submit a cover letter, CV or resume **(in PDF formats)** to:

Camilla Kloepper, Customer Service Manager

Email: HRDSD@princerupert.ca

Subject: Temporary Clerk III - DSD

or mail all documents to:
City of Prince Rupert



Attn: Human Resources
424 3rd Ave W. Prince Rupert, BC, V8J 1L7

If you require any adjustments to enable participation at any stage of the recruitment process, please contact the Human Resources Department at HR@princerupert.ca.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.