

# EMPLOYMENT POSTING



**Posting Title:** Clerk II/III - CASUAL

**Department:** DSD – City Hall

**Posted:** February 06, 2023

**Closing:** Until filled

**Rate of Pay:** Clerk II \$31.83 / Clerk III \$33.03 (93% of hourly wage during probation period)

**Hours:** The hours of work are 4.0 to 7 hour shifts (scheduled as needed), between 8:30am and 5:00pm, Monday to Friday.

**Union/Exempt:** CUPE Local 105

## **NATURE OF POSITION:**

Reporting to the Customer Service Manager, the successful candidate will perform a variety of clerical work, office tasks and customer service. The role involves a high level of confidentiality and trust which must be maintained at all times. The successful candidate will be highly motivated to ensure the timely and efficient completion of assigned tasks while dealing with multiple priorities, the public, and staff. This is a challenging and versatile office environment that requires a resourceful person who enjoys working in a fast paced environment. Members of this team are able to work with minimal supervision and are required to make sound decisions based on the knowledge of City Policies, Bylaws and Regulations.

## **DUTIES & RESPONSIBILITIES:**

- Handling customer inquiries;
- Processing incoming and outgoing mail;
- Answering phones;
- Directing customers to the appropriate department;
- Cashiering duties;
- Maintaining filing systems;
- Complete applications, including but not limited to, Building Permits, Business Licences, Engineering Permits, Cemetery, Work Orders, Development Permits, Zoning Particulars, Tax and Utility Searches;
- Perform a variety of clerical duties and office tasks including typing, filing, calculating, word processing, statistics and spreadsheets;
- Scheduling and coordination of meetings, as required;
- Order and maintain inventory of supplies;
- Providing support for updating bylaws;
- Assist with the preparation of agenda and minutes for regular meetings of Council;
- Timesheet Reporting;
- Assisting with the coordination of purchases;

- Reconciliations as needed;
- Making travel arrangements and preparing travel expense claims as required;
- Responding to enquiries by providing information, advice, direction, and interpretation of regulations, guidelines, development review policies, procedures and regulations;
- Adhere to all safety regulations and procedures; and
- Other duties as assigned.

**REQUIRED EDUCATION & QUALIFICATIONS:**

- A minimum of a Business Administration diploma or a combination of courses along with relevant work experience;
- Must be able to obtain a RCMP Criminal Record Search; and,
- Good working knowledge of Microsoft Office Software (Word, Excel & Outlook).

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Complete understanding of clerical duties and office tasks including typing, filing, calculating, word processing, statistics and spreadsheets;
- Accurate typing speed of 50 wpm, numerical proficiency and data processing;
- Must be proficient in grammar and formatting letters;
- Must have a minimum of one year cash handling and balancing experience, with the ability to reconcile subsidiary ledger to general ledger and to provide necessary reports;
- Experience with computerized accounting systems preferred;
- Previous records management experience is preferred;
- Excellent customer service aptitude;
- Superior organizational skills, prioritization, problem-solving and time management with exceptional attention to detail;
- Demonstrated ability to communicate effectively – both orally and in writing;
- Ability to handle counter and telephone inquiries in an accurate, timely and professional manner;
- Ability to deal effectively with co-workers and the public in a courteous and tactful manner;
- Able to balance sub ledgers to general ledgers;
- Good interpersonal skills; and,
- Able to work independently and to accomplish tasks and assignments in a timely manner.

An interview with skills assessment will be required. Copies of relevant professional certificates, degrees or tickets will be required at the time of the interview.

**Please submit your cover letter and resume to:**

Human Resources  
424 Third Avenue West  
Prince Rupert, BC V8J 1L7  
**Email:** [HRCH@princerupert.ca](mailto:HRCH@princerupert.ca)  
**Fax:** 250-627-0999

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