



SQUAMISH

HARDWIRED *for* ADVENTURE

External Job Posting

Position:	Clerk 2 (multiple positions)
Status:	Casual/ On Call
Department:	Various Departments
Posting Date:	January 6, 2017
Closing Date:	December 31, 2017

GENERAL SUMMARY

Under the close supervision of the Department Manager, the Clerk 2 provides a variety of clerical support to departments throughout the District of Squamish.

Main Duties and Responsibilities

- Contributes to the success of our team, creation of our community, and delivers outstanding customer service by fostering the District of Squamish corporate values in their work: thinking beyond today, working together, acting with courage and enthusiasm, doing the right thing, and striving to do better every day.
- Follows the District of Squamish's Customer Service Guidelines to ensure the Delivery of Outstanding Service.
- Composes routine correspondence for completion by or signature of others.
- Keyboards a variety of documents of various length and complexity, from dictation, pro forma or direction.
- Copies, files, indexes and distributes various documents.
- Maintains and files a variety of office records, including original documents for permanent safekeeping.
- Receives and relays telephone or counter enquiries to the appropriate person and provides basic departmental information.
- Conducts basic telephone surveys and searches files for records or data.
- Analyzes accounts to determine product costs and account breakdowns, etc., including basic mathematical calculations.
- Takes and transcribes meeting and hearing minutes, distributes copies after adoption, and files original.
- Receives submissions from departments and public to prepare meeting agenda and photocopies and distributes agenda package.
- Schedules appointments and organizes meetings; sets-up and cleans-up the meeting room.
- Orders departmental supplies and contacts building maintenance contractors.
- May be required to coordinate photocopier and facsimile machine equipment maintenance, repair and operating reports.
- May be required to coordinate travel and accommodation for others.
- Participates in activities such as ordering supplies, organizing events and set up for functions that are assigned as departmental responsibilities.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Excellent interpersonal and communications skills and ability to deal with people in a professional manner, speaking distinctly with a friendly but professional manner.
- Knowledge of the operation of office equipment.
- Advanced computer skills in Word, with minimum typing speed of 50 wpm and basic skills in computer spreadsheet, database and graphics programs.
- Ability to perform multiple duties simultaneously with deadlines.
- Good organizational skills.
- Thorough knowledge of business English, basic arithmetic and modern office practices and procedures.
- Ability to take and transcribe minutes and summarize discussions.
- Ability to orient new staff to the position.



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REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- The ability to obtain and maintain an RCMP Enhanced Security Clearance
- Grade 12

AND

Three years secretarial experience;

OR

- College business office training certificate and two years secretarial experience;

OR

- An equivalent combination of education, training and experience.

Hours Of Work: Shifts may range between 8:00am and 5:00pm, Monday to Friday
Casual/ on call

Salary: \$27.63 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

Direct Your Application (Quoting Competition # 17-03) To:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, BC V8B 0A3 E-mail: jobs@squamish.ca