



The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

Internal/External Job Posting

Position:	Clerk 2
Status:	Temporary Part-Time (anticipated end date October 30, 2026)
Work Area:	Corporate Administration
Internal Posting Date:	August 20, 2026
Internal Closing Date:	August 27, 2026
External Closing Date:	September 3, 2026

This position will support the Corporate Administration department to assist with the election planning and administration. Previous local government election experience will be considered an asset.

GENERAL SUMMARY

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

KEY DUTIES AND RESPONSIBILITIES

Customer Service

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Follows the District of Squamish’s customer service guidelines to ensure the delivery of outstanding service.
- Receives and relays telephone or counter enquiries to the appropriate person and provides basic departmental information.

Clerical & Administrative Duties

- Composes routine correspondence for completion by or signature of others.
- Performs data entry tasks and 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.
- Conducts basic telephone surveys and performs searches electronically and in hard copy for records or data.
- Analyzes accounts to determine product costs and account breakdowns, 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 packages.
- 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 office 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

- General knowledge of local government and services provided.
- Sound knowledge of standard administrative procedures, practices and equipment within an office setting.
- Excellent interpersonal and communication skills with the ability to engage with a diverse range of individuals in a professional manner.
- Advanced computer skills in Word, with minimum typing speed of 50 wpm and basic skills in computer spreadsheet, database, and graphics programs.
- Good organizational skills with the ability to prioritize work and meet deadlines.
- Ability to quickly learn, adapt to and effectively apply new policies and procedures.



SQUAMISH

HARDWIRED *for* ADVENTURE

- Ability to take and transcribe minutes and summarize discussions.
- Ability to adapt to and effectively use office technologies, software, and electronic record-keeping systems.
- Ability to learn about the District's internal operations and refer customers to the appropriate person/ department
- Ability to orient new staff to the position.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Bondable
- Grade 12
- May require the ability to obtain and maintain an RCMP Enhanced Security Clearance
- Three years' experience as an Administrative Assistant;

OR

- Certificate of Business Administration and two years' experience in an administrative capacity;

OR

- An equivalent combination of education, training, and experience.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 5 hours per day. Current shifts (subject to change) range between the hours of 8:00 a.m. to 5:00 p.m., Monday to Friday.

Salary: \$35.87 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 #) To: #26-85

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310

Squamish, B.C., V8B 0A3 E-mail: jobs@squamish.ca

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include Accessibility in the subject line. We thank all applicants for applying.