

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 3 – Community Bylaw Services
Status:	Regular Full-Time
Work Area:	Community Bylaw Services
Posting Date:	June 2, 2026
Internal Closing Date:	June 9, 2026
External Closing Date:	June 16, 2026

GENERAL SUMMARY

Under the supervision of the Manager of Community Bylaw Services, the Clerk 3 – Community Bylaw Services provides excellent customer service and administrative support to the Bylaw Services Department and the Visitor Management program.

KEY RESPONSIBILITIES

- Contributes to the success of our team, creation of our thriving community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Responds to public inquiries related to Bylaw Noticing, Adjudication, the Visitor Management Program and Municipal Ticket Information (MTI) through phone, email, mail, and in-person channels.
- Responds to phone, mail and email inquiries from staff and the public about bylaw contraventions, creates files for dispatch for enforcement staff to attend and follows up to collect any missing details
- Supports the processing of Municipal Ticket Information (MTI) and Bylaw Notices by receiving disputes, organizing and verifying documentation, and performing related data entry to ensure accuracy and alignment with local bylaws.
- Maintains overdue fine payment processes, including data entry, running daily batch reports, creating late payment notices, and mailing communications to respective parties.
- Supports operational delivery of the Visitor Management Program, including staff education, resource coordination (e.g., campground info, waste and wildlife logistics), and monitoring daily activities to recommend improvements.
- Facilitates the Squamish Visitor Management Roundtable.
- Prepares reports and professional correspondence including statistical data, visual graphs, and analytical insights to support decision-making.
- Maintains and organizes office records in accordance with retention policies, including searching and retrieving documents and data as required.
- Copies, files, indexes, and distributes various documents.
- Composes routine correspondence for completion by or signature of others.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the Municipal Ticket Information (MTI), Bylaw Noticing, and the Bylaw Notice Adjudication processes
- Thorough knowledge of business English, basic arithmetic, and modern office practices and procedures with particular reference to filing and records management systems.
- Excellent interpersonal and communications skills and the ability to deal with people in a professional manner.
- Good organizational skills and the ability to perform multiple duties simultaneously with deadlines.
- Detail oriented.
- Advanced computer skills with a minimum typing speed of 50wpm and thorough knowledge of Microsoft Office including MS Word, Excel, and Outlook.
- Team-oriented with strong conflict resolution skills.
- Proven ability to work independently with minimal supervision, to problem solve, and to exercise sound judgement.
- Demonstrated ability to maintain confidentiality and exercise discretion.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Grade 12
- Diploma or Certificate in Business Administration, Paralegal Studies, or a related field
- A minimum of 2 years' experience working in an administrative capacity

AND

- Experience working in an enforcement environment is an asset
- Experience with Bylaw Noticing and Bylaw Adjudication is an asset

OR

- An equivalent combination of training, education, 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: 70 hours bi-weekly, Monday to Friday. Current shifts (subject to change) range between the hours of 8:00 am to 5:00 pm, fortnight schedule.

Salary: \$37.39 per hour

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



SQUAMISH

HARDWIRED *for* ADVENTURE

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #26-56** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

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.