



SQUAMISH

HARDWIRED *for* ADVENTURE

Clerk 3 - Fire Rescue

Temporary Part Time

The District of Squamish is seeking a reliable and detail-orientated Clerk 3 to provide customer service, administrative and clerical support to our Fire Rescue department. This role plays a key part in ensuring accurate records, effective coordination, and smooth daily operations that help support emergency response services. As a Clerk 3, you will work closely with Fire personnel and administrative staff to manage documentation, coordinate processes and maintain critical information systems.

Key Responsibilities Include:

- ❖ Processes confidential and sensitive documents relating to fire code enforcement.
- ❖ Answers telephone calls, respond to technical and routine enquiries, assist the general public and other departments.
- ❖ Types reports, confidential correspondence, memos, technical reports, fire prevention reports, documents and Orders issued under the Fire Services Act.
- ❖ Schedules appointments for Fire Department staff and coordinates meeting schedules.
- ❖ Maintains record of staff complement for WorkSafe BC.

What we're looking for:

- ❖ Successful completion of a 2-year Community College Program for Legal Secretary or Administrative Assistant
- ❖ 3+ years' experience in a secretarial administrative capacity or as a legal secretary
- ❖ Strong attention to detail and organizational skills
- ❖ Tech-savvy with MS Office and a typing speed of 50+ wpm.
- ❖ A passion for teamwork, organization, and community service.
- ❖ A commitment to approximately 4 months in the assignment

Who we are: The District of Squamish is a progressive and growing community. Our friendly, small-town setting, spectacular natural environment, thriving arts, culture and heritage scene and world-class recreational opportunities offer an incredible live-work-play lifestyle that few places can beat.

We are a team of fun-loving yet highly dedicated and hardworking professionals who are committed to continuous learning, improvement, and excellence in service to our citizens - and so is our ideal candidate.

Our Vision: Our organization is a thriving community, serving the thriving community of Squamish.

Our Mission: We lead, facilitate and partner to ensure a liveable and sustainable Squamish.

Our Core Values: Respect, Integrity, Connection, Progress

Think you would be the perfect fit? Then come and Deliver Outstanding Service at the District of Squamish! On top of the hourly rate of \$37.39

We can't wait to hear from you! A complete job advertisement can be viewed at:

<http://squamish.ca/yourgovernment/careers/job-postings/>

If you have questions that aren't answered there, please reach out to our friendly HR team at the contact email below.

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: #26-39** or submit your paper application to:

Human Resources

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

Application deadline: **May 11, 2026**



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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 - Fire Rescue
Status:	Temporary (Part-Time) anticipated end date is 4 months from start date
Work Area:	Fire
Posting Date:	April 29, 2026
Internal Closing Date:	May 6, 2026
External Closing Date:	May 11, 2026

General Summary:

Under the supervision of the Fire Chief, the Clerk 3 performs all administrative and clerical support for Squamish Fire Rescue and other related emergency services for the District of Squamish. The incumbent is an active participant of the administrative and operational team providing superior service to the public, efficient clerical support and transfer of emergency information to Dispatch.

Main Duties and Responsibilities:

- Maintains courteous and positive public relations with customers, including residents of the community, representatives of organizations and other District staff, by delivering quality customer service.
- Answers telephone calls, responds to technical and routine enquiries, assisting the general public and other departments, including research and responses to requests for Fire Service information.
- Types reports, confidential correspondence, memos, technical reports, fire prevention reports, documents and Orders issued under the Fire Services Act.
- Processes confidential and sensitive documents relating to fire code enforcement.
- Maintains all computer and file management systems. Copies and distributes information by hard copy or electronic media to other District staff, other agencies and the general public as required.
- Maintains FDM database including training, incident alarm reports, dispatch incident reports and permits issued.
- Update Squamish Fire Rescue website as required.
- Maintains Fire Department seniority list, processes applications for Service Medals, order "recognition" pins and plaques and prepare lists of recipients for Annual Volunteer's Dinner.
- Maintains record of staff complement for Worksafe BC.
- Schedules appointments for all Fire Department staff and coordinates meeting schedules.
- Prepares and submits accounts payable to Finance Department including monthly Volunteer training and incident attendance remuneration reports, burning permits application fees.
- Prepares purchase orders, reconciles, maintains balances of accounts, and maintains Petty Cash and processes staff reimbursements.
- Ensures Provincial Emergency Program (PEP) claims are filled and submitted to PEP for payment and PEP claim tracker report sent to Finance on a regular basis.
- Orders and maintains office supply inventory and office equipment service contracts.
- Performs all other duties as required to support emergency services at the District of Squamish.

Knowledge, Skills and Abilities Required:

- Thorough knowledge of general office procedures and related office equipment.
- Computer proficiency, MS Office applications including Word and Excel, and desktop publishing software programs.
- Minimum typing speed of 50 wpm.
- Thorough knowledge of business English, spelling and punctuation.



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- Ability to maintain confidentiality.
- Ability to work independently with superior organizational skills.
- Detail oriented (i.e. keyboarding of legal documents).
- Excellent interpersonal and communication skills.
- Sensibility to determine matters which require referral to supervisor.
- Ability to read legal and building plans.

Required Training, Education and Experience:

- Successful completion of a 2 year Community College Program for Legal Secretary or Administrative Assistant.
- Three years experience in a secretarial administrative capacity or as a legal secretary.

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: 14 - 21 hours weekly, 7 hours per day. Current shifts (subject to change) range between the hours of 8:30 am to 4:30pm Monday to Friday.

Salary: \$37.39 per hour

This is a Union position within the Collective Agreement of IAFF Local 2874 and the District of Squamish.

[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: #26-39** or submit your paper application to:

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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.