



ADMINISTRATIVE SERVICES CLERK III TEMPORARY FULL-TIME POSITION

The Cariboo Regional District invites qualified applicants to apply for the temporary full-time position of Administrative Services Clerk III. This temporary full-time position has an unknown end date. A copy of the job description is attached for reference.

SUMMARY: The successful candidate will have a diploma from a recognized technical institute in business administration or office administration and at least 5 years' job-related work experience or a combination of equivalent training and experience may be considered. Advanced knowledge of Microsoft Word and word processing (minimum 60 wpm), letter writing and proofreading skills are essential to this position, all of which will be tested during the interview process. In addition, the incumbent will be able to demonstrate the ability to meet and deal with the public in a pleasant and tactful manner. The primary duties and responsibilities for this position include administrative support services with respect to typing correspondence and other documents, processing incoming and outgoing mail, taking minutes and basic accounting duties. The successful candidate must have the ability to type a variety of material, compose routine correspondence, prepare and maintain files, records, reports and related material with detail and accuracy.

WAGE: This is a temporary full-time BCGEU position. The current rate of pay is \$31.97 per hour plus \$1.50 in lieu of benefits, 6% vacation pay and 4.8% statutory holiday pay. A standard 90-day probationary period will apply.

WORK SITE LOCATION: The successful candidate will operate out of the Cariboo Regional District Williams Lake Office located at Suite D, 180 Third Avenue North, Williams Lake, BC.

HOURS OF WORK: This position works on a 9-day fortnight schedule, working a total of 70 hours bi-weekly Monday through Friday, with every other Monday or Friday off depending on the department's schedule.

Qualified candidates wishing to apply and looking for a detailed job description please visit www.cariboord.ca/careers. Applications will be accepted by the undersigned until a suitable candidate is found. Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. ***When submitting an application via email, please quote Competition #24-25.***

We wish to thank all candidates for their interest; however, only those selected to participate in the interview process will be contacted.

Bernice Crowe, Manager of Human Resources
Cariboo Regional District
Suite D - 180 North Third Avenue
Williams Lake, BC V2G 2A4
www.cariboord.ca/careers

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Title: Administrative Clerk III

Department: Administration

Reports To: Manager of Corporate Services

Date: December 21, 2021

Summary

Reporting directly to the Manager of Corporate Services, the Administrative Clerk III will provide administrative support services to all staff and management.

Essential Job Functions

- Receive and respond to walk-in and telephone enquiries.
- Prepare, compose and type correspondence, memos, and reports including formal correspondence to high-ranking political officials.
- Schedule meetings and arrange for set-up and clean-up
- Prepare agenda item summaries for Board agendas.
- Prepare agendas and record and transcribe minutes of meetings such as the JOHSC.
- Retrieve and compile information and data from multiple sources.
- Order, store and disperse office supplies as required.
- Receive, check, and process Grant-for-Assistance applications.
- Assist with tracking of criminal record checks, occasionally assist with setting up interviews and copying interview packages.
- Prepare notices and advertisements for newspaper including job postings.
- Assist with the maintenance and operation of the records management system.
- Operate switchboard including recording and relaying messages.
- Open, sort, log and distribute incoming mail/faxes and prepare outgoing mail/faxes.
- Receive and record moneys for fees.
- Maintain daily attendance records cross referencing for accuracy.
- Process Freedom of Information Requests under the supervision of the Deputy Corporate Officer; in strict adherence to the Freedom of Information and Protection of Privacy Act and legislated deadlines.
- Provide back-up coverage for other Clerks.
- Open and close office including turning off machines and lights and transferring switchboard to nightline.
- Maintain reception area and supply cupboards and re-stock photocopier.
- Sign and verify receipt of goods.
- Coordinate hotel room bookings and flights.
- Assist with Volunteer Fire Department drivers abstracts.
- Coordinate Cariboo Regional District events.
- Aid in Emergency Operation Centre Public Information Line.
- Filing for various departments.



- Assist Accounts Payable data entry and filing.
- Issue Building Permits.

Minimum Qualifications/Requirements

- A diploma from a recognized technical institute in business administration or office administration.
- Minimum of 5 years' job-related work experience or a combination of equivalent training and experience.
- Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint) and Outlook email system.
- Minimum typing of 60 wpm.
- Exceptional letter and proofreading skills are essential.

Knowledge, Skills and Abilities Required

- Ability to meet and deal with the public in a pleasant and tactful manner.
- Exceptional proofreading skills are essential.
- Basic accounting skills.
- Able to prioritize workload efficiently.

Supervisory Responsibility

- Provide cross training to new employees entering the Administrative Clerk III role.

Working Conditions

- Required to be flexible and adapt to changing work demands.
- Must have ability to deal with irate or aggressive clients at times.

Financial Resources

- Receive and record moneys for fees.
- Sign and verify receipt of goods.
- Submit cheque requisitions.
- Order office supplies.
- Monitor and submit credit card expenses.

This job description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties as required.