



BUILDING & BYLAW SERVICES CLERK III TEMPORARY FULL-TIME

The Cariboo Regional District invites qualified applicants to apply for the temporary full-time position of Building & Bylaw Services Clerk III located at the Cariboo Regional District office in Williams Lake, BC. The term of this position is unknown and may have limited capacity to provide advance notice regarding the conclusion of the term.

Position Summary: Reporting to the Chief Building Official the Building & Bylaw Services Clerk III will provide support for the Building Department and will perform a variety of reception, clerical, and accounting duties. Letter writing, and proofreading skills are essential and a requirement 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, preparing and maintaining files, records, reports, processing incoming and outgoing mail, and basic cashier related duties for the Building Department. The incumbent will be required to provide relief/backup to all Clerks within the Cariboo Regional District, including our Satellite offices; therefore, travel may be required, for which compensation will be provided.

Education, Experience and Qualifications Required:

- Minimum of five (5) years of experience in office administration.
- High school diploma or equivalent.
- Post-secondary education in business/office administration and/or related field or equivalent combination of training and experience.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Teams) and Outlook email system.
- Exceptional letter writing, and proofreading skills are essential.
- Minimum typing of 50 WPM.
- Must maintain a valid Driver's License.

Wage: This is a temporary full-time BCGEU position, the current rate of pay is \$33.09 per hour plus \$1.50 in lieu of benefits, 6% vacation pay and 4.8% statutory holiday pay. A standard probation period will apply during which the candidates suitability for employment will be assessed.

Hours of Work: This position works a 9-day fortnight schedule, Monday - Friday from 8:00 am to 4:30 pm with a 45-minute unpaid lunch break and a designated day off ("DDO") every other week.

Work Site Location: The successful candidate will operate out of the Cariboo Regional District Williams Lake Office located at Suite D, 180 3rd Avenue North, Williams Lake, BC. Travel within the regional district may be required. Candidate must maintain a valid Driver's License.

Qualified candidates looking for a detailed job description and the only way to apply please visit www.cariboord.ca/careers. Applications will be accepted until the position has been filled. 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, please quote Competition #26-07.***

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
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www.cariboord.ca/careers