



Customer and Office Services Clerk II Permanent Full-time Position

Applications are hereby invited for a permanent full time Customer and Office Services Clerk II at our Cariboo Regional District Williams Lake office. For a detailed job description, please visit our website at www.cariboord.ca/careers.

The successful candidate will have a diploma from a recognized technical institute in business administration or office administration and at least 4 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 50 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, and basic accounting duties. The successful candidate will 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.

This is a BCGEU position. The current rate of pay is \$25.87 per hour and a 35-hour workweek. A 90-day probation period will apply.

Applications will be accepted by the undersigned until 4:00 pm, Wednesday, February 6, 2019 and should be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position.

The Cariboo Regional District thanks all applicants; however, only those candidates selected for an interview will be contacted.

Bernice Crowe, Human Resources Advisor
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CARIBOO REGIONAL DISTRICT

JOB DESCRIPTION

Group:	Working Title:	Customer and Office Services Clerk
Dept.:	Classification Title:	Clerk II
Date: February 17, 1999	Grid Level:	4

PRIMARY FUNCTION: To provide administrative support services

JOB DUTIES AND TASKS:

1. Provide administrative support services:
 - a. receive and respond to walk-in telephone enquiries
 - b. prepare, compose and type correspondence, memos, and reports
 - c. schedule meetings and arrange for set-up and clean-up
 - d. prepare, photocopy, collate and mail monthly agendas
 - e. record and transcribe minutes of meetings
 - f. retrieve and compile information and data from multiple sources
 - g. store and disperse office supplies and order supplies as required
 - h. receives, checks, and processes Grant-in-Aid applications
 - i. receives, checks, and processes Special Occasion Liquor License applications
 - j. prepare notices and advertisements for newspaper
 - k. assist with the maintenance and operation of the records management system
 - l. operate switchboard including recording and relaying messages
 - m. open, sort, log and distribute incoming mail/faxes and prepare outgoing mail/faxes
 - n. receive and record moneys for fees
 - o. maintain and monitor petty cash float
 - p. maintain daily attendance records
2. Other related duties:
 - a. open and close office including turning off machines and lights and transferring switchboard to nightline
 - b. maintain reception area and supply cupboards and re-stock photocopier
 - c. sign and verify receipt of goods
 - d. other related duties as assigned

SUPERVISION RECEIVED: Deputy Secretary

SUPERVISION / DIRECTION EXERCISED: Provide orientation to new employees as required

PHYSICAL ASSETS / INFORMATION MANAGEMENT:

Maintain and update office filing system; operate switchboard; operate and maintain various office equipment such as computer, photocopier, fax machine and postage meter

FINANCIAL RESOURCES: Receive and record moneys for fees; maintain and monitor petty cash float; sign and verify receipt of goods

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.