



Job Posting – Casual Position Satellite Office Clerk III – South Cariboo

Applications are hereby invited for a casual position of Satellite Office Clerk III located out of our Cariboo Regional District 100 Mile House office. Please note the hours for this relief casual position will be limited to covering sick, vacation and flex days for the permanent Satellite Office Clerk III position.

This challenging position requires a highly motivated, and organized individual. The minimum qualifications required include a thorough knowledge of office procedures, typing to a required minimum of 60 wpm, advanced knowledge of Microsoft Office (Word, Excel, PowerPoint), and Outlook email system, as well as the demonstrated ability to meet and deal with the public in a pleasant and tactful manner. The interview process will test for all level skills required for this position. 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.

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 cashier related 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. The candidate will be required to deal with the public, and contractors in a professional and diplomatic manner as well as be able to organize and perform tasks under general supervision in strict adherence to deadlines. The candidate must have a valid BC Driver's License. For a detailed job description please visit the Cariboo Regional District website at www.cariboord.ca.

This is a union position and covered by the terms and conditions of employment as set out in the Collective Agreement between the Cariboo Regional District and the BC Government and Service Employees' Union. The current rate of pay for this position is \$26.26 per hour. In addition to the hourly rate, the individual will receive 6 % vacation pay, 4.6% statutory holiday pay, and an additional \$1.25 per hour in lieu of benefits. A standard probationary period will apply.

Applications will be accepted by the undersigned until **1:00 pm, September 15, 2017** and should be in the form of a resume with an accompanying letter detailing your experience and qualifications relative to this 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: Satellite Office Clerk
Dept.: Classification Title: Clerk III
Date: May 14, 2008 Grid Level: 5

PRIMARY FUNCTION:

To provide administrative support services with respect to Building Inspections and all other CRD services provided at satellite offices

JOB DUTIES AND TASKS:

1. Provide General Reception and Administrative Support Services:
 - a. Receive and respond to walk-in and telephone enquiries.
 - b. Prepare, compose and type correspondence, memos, and reports and contact clients regarding status of building and planning permits.
 - c. Schedule meetings and arrange for set-up and clean-up.
 - d. Prepare, photocopy, collate and mail as required.
 - 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, and Special Occasion Liquor License applications.
 - i. Operate switchboard including recording and relaying messages.
 - j. Open, sort, log and distribute incoming mail/faxes and prepare outgoing mail/faxes.
 - k. Receive, reconcile and deposit payments for various functions.
 - l. Maintain, monitor and reconcile petty cash float.
 - m. Maintain daily attendance records.
 - n. Open and close office including turning off machines and lights and transferring switchboard to nightline.
 - o. Responsible for turning alarm system on and off, and following security check-in procedures.
 - p. Maintain reception area and supply cupboards and re-stock photocopier.
 - q. Sign and verify receipt of goods.
 - r. Exposure to occasional unpleasant dealings with upset clients.
 - s. Coordinate clerical work of casual/relief clerks.
 - t. Other related duties as assigned.
2. Maintain the Building Department and CRD records and filing systems:
 - a. Accept applications/forms from clients such as building, planning, rezoning applications, utility connections and bylaw enforcement complaint forms.
 - b. Review plans and forms for completeness and set up building permit files.
 - c. Respond to inquiries and refer to the appropriate resource as required.

- d. Maintain and update files including creating new files.
- e. Receive and record fees for all Regional District functions including permit fees and utility charges.
- f. Schedule inspection dates and routes for Building Inspectors.
- g. Prepare files and records for retention and disposition.
- h. Retrieve historical building permit information as requested.
- i. Prepare letters for expired permits or work not started within six months.
- j. Display zoning amendments, inter – office postings and public information packages.
- k. Produce inspection reports, spreadsheets and monthly building permit statistics reports.
- l. Prioritize work to suit changing demands and time schedules.
- m. Maintain office procedures relating to Building Inspection and CRD functions.
- n. Receive bylaw complaints in person, by telephone and in writing and refer to Bylaw Enforcement.

3. Provide Building Inspection support services:

- a. Record all completed inspections in CityView software.
- b. Prepare permits for issue.
- c. Prepare, compose and type correspondence, memos, forms etc.
- d. Issue permit renewals, demolition and wood stove permits.
- e. Provide information in regards to permit status to Building Inspectors and Owners.
- f. Ensure confidentiality of all files and complaints.
- g. Book and attend meetings; record and transcribe minutes.
- h. Retrieve and compile file information and records as required.

SUPERVISION RECEIVED: Senior Building Official

SUPERVISION / DIRECTION EXERCISED:

Provide orientation and basic training and ongoing advice to new employees as required.

Supervise part time clerks

PHYSICAL ASSETS / INFORMATION MANAGEMENT:

Maintain and update the records and administration systems; operate various office equipment such as computer, scanner and photocopier

FINANCIAL RESOURCES: Sign for receipt of goods. Reconcile daily cash and deposits.

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