



Making a difference...together

Employment Opportunity

Administrative Clerk

Planning & Protective Services – Building Inspection (Salt Spring Island)

Competition	19/022
Status	Regular Part Time
Hours of Work	35 hours bi-weekly
Rate of Pay	\$27.05 - \$28.94 per hour
Review of applications begins	4:00pm on May 24, 2019; however, this competition will remain open until the successful candidate is found

Notes

Summary

The Administrative Clerk performs skilled and administrative duties relating to the day to day operation of the building inspection office.

Duties & Responsibilities

- Provides reception services by providing information and advising public of permit application procedures
- Provides administrative and clerical services.
- Schedules and prepares daily inspections.
- Drafts and type's letters and memos.
- Schedules and prepares daily inspections.
- Provides cashier services for the office as required.
- Prepares bank deposits as required.
- Records correspondence and documentation relating to building permits (City View).
- Processes building permit applications.
- Prepares building permit files and enters pertinent information into City View database.
- Provides the applicant/homeowner with building permit packages and necessary documentation.
- Provides administrative records services, including sorting, checking and filing various correspondence, index cards, permits and forms.
- Prepares month end statistical reports
- Prepares files for microfilming.
- Provides backup to the Administrative Clerk during absences.
- Operates a variety of related office equipment.
- Routes unfamiliar or complex issues to other office staff as necessary.
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.

Qualifications

- High school and two years' related experience in an office environment.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel) and presentation (MS PowerPoint) software.
- Experience using planning/building inspection databases (e.g. CityView).
- Typing speed of not less than 55 wpm.
- Thorough knowledge of business English, general office procedures and equipment.
- General knowledge of planning issues, and understanding of legal documents.
- Experience in managing a basic bookkeeping system to record bank deposits and petty cash activities.
- Ability to work with stress and deadline pressures.
- Some knowledge of zoning bylaws, the building industry and building codes.
- Must possess a valid BC Driver's Licence.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "Careers".

The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.

