

Position Vacancy: Clerk Typist 3

Great City, Great Work, Great Future!

<i>DEPARTMENT:</i>	Engineering	<i>STATUS:</i>	Temporary Fulltime (2 year assignment with the possibility of extension)
<i>NO. OF POSITIONS:</i>	One	<i>UNION:</i>	CUPE Local 387
<i>HOURS OF WORK:</i>	35 hours per week*	<i>SALARY:</i>	\$43,136 to \$50,660 annually

This is an exciting opportunity for an energetic and self-motivated individual to become a member of the administrative team that keeps the Engineering Department running. Your role will include performing complex clerical, word-processing and customer service duties in the Engineering Department. You will provide information and assistance to clients at the front counter and over the telephone regarding departmental activities, regulations and procedures, including accepting permit applications. You will process parking, street occupancy and other types of permits; type correspondence, permits and reports; monitor, assign and complete action requests; type and prepare meeting minutes; organize and maintain a variety of records, files and logs, including filling of Engineering documents and their collection for information requests; organize meetings, open houses and public consultations; update, maintain and create various department brochures, City website, Intranet, and social media content and perform other related duties as assigned.

Requirements:

- Grade 12 graduation including or supplemented by courses in word-processing, typing and business plus considerable related experience or an equivalent combination of training and experience.
- Experience with Tempest and Prospero is considered an asset.
- Experience with JD Edwards is considered an asset.
- Experience with various social media platforms including Facebook and Twitter is considered an asset.
- Minimum typing speed proficiency of 55 wpm.
- Thorough knowledge of business English, spelling, punctuation, and arithmetic.
- Considerable knowledge of applicable rules and regulations, methods and procedures governing departmental operations.
- Considerable knowledge of modern office practices and procedures.
- Ability to employ contemporary service excellence principles.
- Ability to deal effectively with the public, employees, developers and officials including interpreting and explaining departmental rules, regulations and practices.
- Ability to perform complex clerical and typing assignments with minimum supervision.
- Ability to compose non-routine correspondence, and prepare reports and related material independently.
- Ability to effectively use PC industry standard applications/software including Word and Excel and to operate common office equipment.
- Sound knowledge of the methods, practices and procedures used in operating computer word processing and other equipment as related to the work.
- Ability to prepare moderately complex tabulations and computations.

***Evening work is required approximately once a month to attend Committee meetings.**

**Please note: City Hall hours of operation are Monday, 8am to 8pm, and Tuesday to Friday, 8am to 5pm.
The successful candidate will be scheduled on Mondays from 11:30am to 8pm on a rotational basis.**

Apply by sending your resume quoting **competition #15-81, by November 30, 2015** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

*We thank all applicants in advance; however, only those selected for an interview will be contacted.
The City of New Westminster is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*