



*Be a part of something great!*

## **CLERK TYPIST III**

Regular Full-time

Competition File #:17-U129

Web Site: [tol.ca](http://tol.ca)

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*Join a "Community of Communities" – the Township of Langley, home to approximately 120,000 residents, is committed to providing progressive business, housing, and recreational opportunities, while balancing its unique mix of urban growth and rural beauty. A truly fun and beautiful place to work, the Township of Langley offers competitive salaries; excellent benefit packages; municipal pension plan; employee wellness programs; and, opportunities for professional development and career growth.*

The Township of Langley is currently recruiting for a regular full-time **Clerk Typist III** to join our team of professionals in the Protective Services – RCMP Division, Clerical Section.

Reporting to the Clerical Supervisor, this position will provide administrative support to the Clerical section by improving and devising new work procedures and forms, responding to telephone and e-mail queries, data entry into RCMP software programs, compiling and typing statistical and narrative reports as well as typing routine correspondence.

This position will appeal to a fast paced, detail-oriented, independent and well-organized individual who has completed grade 12 including or supplemented by courses in typing and standard commercial subjects plus considerable experience as a Clerk Typist II, or an equivalent combination of training and experience, preferably in a RCMP environment. Additionally, you are required to have excellent computer skills (Word, Excel, and PRIME), typing speed of 45 wpm, and a sound knowledge of business English. Strong interpersonal, verbal and written communication skills are essential in this role. You must possess some problem solving and analytical skills with an aptitude for figures and details. Superior customer service is vital when you are the dealing with staff and external agencies.

The rate of pay for this CUPE position is \$24.32 - \$28.59 per hour, (5 steps, 2017 rates) plus benefits. The hours of work are Monday to Friday 8:00am – 4:00pm; non-standard hours and/or non-standard work weeks.

RCMP reliability status is required. (Note - Not required as part of the application process, however will be required upon consideration for employment).

If you wish to pursue this exciting career in a growing community, please visit [tol.ca/careers](http://tol.ca/careers) to apply.

The closing date for this competition is by **4:30pm Monday, October 30, 2017**

*We appreciate all applications; however, only short-listed candidates will be contacted for an interview.*