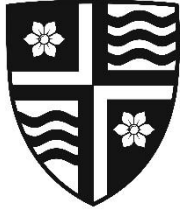


Township of
Langley



Est. 1873

Be a part of something great!

CLERK TYPIST III

Regular Full-time

Competition File #: 17-U148

Web Site: tol.ca

Join a "Community of Communities" – the Township of Langley, home to over 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 Parks and Recreation Division; Recreation Programs and Services Department. This position will rotate to different recreation facilities as per function.

Reporting to the Community Recreation Manager, you will be responsible in this unionized position for planning, assigning and reviewing the work of one or more subordinates; improving, installing, and devising new work procedures and forms; maintaining and supervising the maintenance of a large volume of clerical records, sorting a variety of correspondence, checking of payroll, receipts, cheques and invoices; preparing and processing program registrations, point of sale transactions, facility bookings, licenses, permits, and property tax payments, and issues tickets, receipts, or contracts as required; reviewing daily cash reconciliations, preparing daily revenue reports and deposit slips; as well as acting as receptionist and customer service representative with the ability to explain and interpret departmental rules, regulations and procedures to public enquiries.

Your education will include completion of grade 12, including or supplemented by courses in typing and standard commercial subjects plus considerable supervisory experience in an office and/or recreation environment, or an equivalent combination of training and experience. Strong interpersonal, verbal and written communication skills are essential in this role along with superior clerical aptitude. Extensive computer familiarity is required with proficiency in Microsoft Word and Excel applications as well as skill in typing rapidly and accurately with a minimum of 45 wpm. Experience with CLASS and Tempest software or any previous municipal experience are considered assets.

This position is defined by the Township of Langley as a position of trust (Child Safety). The successful candidate(s) will be required to have a police information check as a condition of employment (Note - Not required as part of the application process, however will be required upon consideration for employment).

The CUPE rate of pay for this position is \$24.32 - \$28.59 per hour (5 steps, 2017 rates) plus benefits; \$24.81 - \$29.16 per hour (5 steps, 2018 rates), plus benefits. The hours of work are Sunday 12:00pm – 8:00pm, Monday to Thursday 8:30am – 4:30pm; non-standard hours and/or non-standard work week.

If you wish to pursue this exciting career in a growing community, please apply directly through our website at tol.ca/careers.

The closing date for this competition is by **4:30pm Wednesday, November 22, 2017.**

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