



Metro Vancouver – Join us in our commitment to provide services and solutions to one of the world’s most livable regions. We deliver service excellence in the areas of regional growth planning, air quality, water, liquid and solid waste management, regional parks, affordable housing, and community engagement to over 2.4 million residents. We invite you to bring your skills, passion, and expertise to help us in our commitment to sustain and enhance our region’s livability. We offer competitive salaries; excellent benefit packages; a municipal pension plan; employee wellness programs; and varied opportunities for professional growth and development. *Our Liquid Waste Services Department is currently seeking a:*

Clerk Stenographer III

(Full-Time Temporary)

(this position to last not later than December 29, 2017)

DUTIES:

Performs clerical and secretarial duties supporting the Policy Planning and Analysis Division, arranges appointments and meetings, processes highly confidential material, prepares routine correspondence and relieves a superior of minor administrative detail.

Assembles, collates and types a variety of technical and administrative material such as letters, notices, contracts, specification, requisitions, progress estimates, invoices, reports, budget estimates, presentations, agendas, minutes and speeches.

Takes instructions from and performs clerical and typing duties for a group of professional and technical employees.

Prepares and maintains departmental records, scrutinizes minutes, reports, correspondence and other data for referral or action, processes incoming and outgoing mail, controls and maintains files, records, correspondence and reports.

Compiles statistical information and data, provides direction and assistance on a variety of office operations, maintains a petty cash account, requests and maintains Divisional Team Sites and Departmental Intranet pages using SharePoint as well as a variety of administrative overflow tasks from various Divisions and special projects at a Departmental level

Prepares agendas, arranges meetings and workshops, coordinates training & travel while adhering to the Department and Corporate policies and provides Records Management support.

Provides a variety of factual information and assistance to District staff, business and government contacts and the public.

Performs related work as required.

REQUIREMENTS:

Completion of 12th school grade, including or supplemented by courses in commercial and secretarial subjects. Considerable related experience, preferably as a Clerk Stenographer II or an equivalent combination of training and experience.

All the required knowledge, abilities and skills of the Clerk Stenographer II classification.

Considerable knowledge of secretarial practices and procedures applicable to department served.

Sound overall knowledge of the District organizational structure and of the functions of its departments and divisions.

Ability to perform secretarial tasks and relieve a superior of office and routine administrative detail with minimal supervision.

Skill in typing and processing clerical work of a complex and technical nature. Proficient in Microsoft Office Suite.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by May 9, 2017.

While we greatly appreciate all the replies we receive, regretfully only those selected for an interview will be contacted.