



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 Parks, Planning and Environment Department is currently seeking a:*

Clerk Stenographer III

(Full-Time Regular)

(Location: Parks Central Area Office 9146 Avalon Avenue, Burnaby)

DUTIES:

Performs complex clerical and secretarial duties for a superior and/or the superior's subordinates, arranges appointments and meetings, interviews callers, 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 personnel files and 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 and assigns clerical and typing duties to subordinates as required.

Ensures for preparation, printing, deadlines adherence and distribution of Regional Board and other committee agendas and minutes, instructs Electoral Area election officers in voter registration procedures, operates word processor as required and performs some duties of clerical superior in the latter's absence.

Clerically processes tenant applications, accounts and notices, credit checks and cheque requisitions and other material related to property rentals.

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 knowledges, 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, in taking notes and other dictation and in the use of a computer as required.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by August 22, 2017.

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