

Careers

Legislative Clerk



Do you have a passion for public service?

Join the Office of the City Clerk and make a difference! The Legislative Clerk provides clerical, records management and administrative support services to the functions of the Office of the City Clerk. Other duties include customer service responses, financial and budget activities, coordination of special project activities, and other related responsibilities.

If you have a keen eye for detail, interest in local government, computer and excel proficiency, strong teamwork and excellent communication and customer service skills, this is the job for you!

Qualifications

The successful candidate will have relevant local government corporate administration experience and have strong attention to detail, customer service and communication skills.

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate starting at \$29.46 per hour plus employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **April 23, 2024**

Applicants not contacted within three weeks of the closing date are thanked for their interest