

# BUILD A CITY. BUILD A FUTURE.



## Clerk 2 - Engineering Operations

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

### SCOPE

This job performs entry-level clerical work including repetitive tasks of limited complexity. Work may include gathering information, processing documents at a routine level, and performing various office duties.

### STATUS

Union - CUPE Local 402 –Regular Full-Time

### RESPONSIBILITIES

- Answers the Engineering Operations information phone lines.
- Demonstrates the ability to communicate effectively orally and in writing, as well as understanding and effectively carry out oral and written instruction.
- Basic knowledge of filing, indexing methods and record keeping, computer office applications and have good keyboard skills.
- Has good interpersonal, customer service and public relation skills and can perform clerical tasks according to department rules and procedures.
- Performs related duties as required.

### QUALIFICATIONS

- Completion of Grade 12, supplemented by courses in word processing, office practices and PC office applications.
- A minimum of 1 years' experience and training in an office environment.
- A current and accurate typing speed of 40 wpm is required.

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## OTHER INFORMATION

Pay Steps	Hourly Rate (2024 Rates)
Step 1	\$28.43
Step 2 (6 months)	\$28.78
Step 3 (18 months)	\$29.52
Step 4 (30 months)	\$30.12

**This Posting Closes on May 23, 2025.**

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