



Permit Services Clerk

Fixed term, full time (35 hours/week)

End date – May 29, 2026

\$31.65 - \$39.56/hour

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

Come work with us!

At the City of Leduc, we believe great service starts with a friendly smile, clear answers, and a willingness to help. Our Planning & Development team plays a key role in keeping our city growing smoothly and responsibly. From new construction to small renovations, every project starts with a permit — and that's where you come in. If you have a knack for organization, love helping people, and want to make a difference in your community, we'd love to meet you.

What is the Opportunity?

We're looking for a Temporary Full-Time **Permit Services Clerk** to join our Planning & Development team providing coverage during a maternity leave until May 29, 2026. Reporting to the Permit Services Supervisor, you'll be the first point of contact for builders, contractors, business owners, and residents seeking permits, licenses, and information.

In this role, you'll guide applicants through the permitting process, ensure applications meet regulatory requirements, and process a variety of permits — from building and development to trade, taxi operator, and business licenses. You'll also maintain accurate records, support inspections, and provide high-quality customer service both in person and online.

This is a detail-oriented role where accuracy matters — every permit you process helps ensure projects in our community are safe, compliant, and ready to move forward.

What will you do?

As a Permit Services Clerk, your days will be a mix of customer service, records management, and administrative tasks. You will:

- Review and process permit applications, ensuring compliance with the Land Use Bylaw, Safety Codes Act, and related regulations
- Issue discipline permits as a qualified permit issuer under the Alberta Building Code
- Calculate and collect fees, prepare invoices, and maintain accurate documentation
- Respond to public, contractor, and internal inquiries in person, by phone, email, and through the online portal
- Schedule and coordinate inspections with applicants and Safety Codes Officers
- Maintain and update filing systems, lot files, inspection reports, and permit records
- Prepare month-end permitting reports and public notifications
- Update permitting-related content on the City's website to ensure accuracy and accessibility
- Provide expert guidance to staff and the public on permit processes and the City's permitting software

Who you are?

You are organized, approachable, and confident working in a fast-paced office environment. You can balance accuracy with efficiency and take pride in delivering excellent customer service. You bring:

- A high school diploma and/or completion of a diploma training program at a college or technical school
- 1–3 years of experience in an office environment (municipal planning or CityView software experience is an asset)
- Strong attention to detail and ability to process information accurately
- Excellent communication skills for working with the public, contractors, and colleagues
- Proficiency with standard office software and comfort learning new systems
- Knowledge of municipal permitting processes and regulations (an asset)

What we Offer?

At the City of Leduc, we know people are our most valuable resource. Here's what you can expect:

- **Competitive Salary:** \$31.65 - \$39.56/hour
- Access to a City of Leduc recreation pass and free drop-in programs
- City of Leduc Employee and Family Assistance Program (EFAP)
- A collaborative, supportive, and inclusive work environment where teamwork is at the heart of everything we do
- On-site free parking for employees

Important Notes!

- This is a temporary, full-time position to provide coverage during a maternity leave, with an anticipated **end date of May 29, 2026**
- The successful candidate must be willing to provide a Criminal Record Check at their own expense

Ready to Join Us?

If you're passionate about helping people navigate processes and want to be part of a team that keeps our community moving forward, we'd love to hear from you.

Apply today by submitting your resume at: www.leduc.ca/careers

Competition closes at 11:59 pm (MT) on **August 25, 2025**. Due to the high volume of resumes received, we are not able to respond to individual phone calls. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.