

BUILD A CITY. BUILD A FUTURE.



PROPERTY RECORDS CLERK

TERM (2 YEARS)

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.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Term (2 Years)

SCOPE

The Planning and Development Department is looking for a Property Records clerk to perform varied and complex technical duties including assigning and updating civic addresses, communicating property records information and completing related maintenance work. The successful applicant will be responsible for providing information services and related support. Considerable independence of judgment and discretion is exercised.

RESPONSIBILITIES

- Assigns civic addresses for newly created lots and projects per standards, by-laws and policies.
- Updates and maintains property database with information pertaining to city developments and projects.
- Research, reconcile and resolve addressing discrepancies across various databases and records.
- Read and interpret drawings, legal plans, and maps to complete duties related to the work.
- Communicate property information, corrections and related information to applicable city departments and external agents.
- Complete data entry and ensure requests are coordinated through applicable city departments.
- Prepare and maintain correspondence, files, records, and reports related to the work.
- Assists other general operations staff in performing their duties.
- Performs other job-related duties.

QUALIFICATIONS

- Grade 12 supplemented with completion of a two-year post secondary program in a related discipline.
- Minimum of three years related experience. An equivalent combination of education and experience may be considered.

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Apply online at www.surrey.ca/careers



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OTHER INFORMATION

Pay Grade: 20

Hourly Rate: \$36.72 (2024 Rates)

Pay Steps	Hourly Rates
Step 1	\$36.72
Step 2 (6 months)	\$37.91
Step 3 (18 months)	\$38.98
Step 4 (30 months)	\$40.60

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