



Making a difference...together

# EMPLOYMENT OPPORTUNITY

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**COMPETITION No.:** 10/Office  
**DEPARTMENT:** Various  
**POSITION:** OFFICE CLERK  
**STATUS:** Auxiliary

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**SUMMARY:**

The Capital Regional District is seeking auxiliary (casual) clerical staff to assist in “as needed” term work assignments. Your background of skills and experience will ensure that you are able to quickly adapt to and become familiar with a variety of work assignments, job tasks, and role responsibilities. Ideally you should be able to respond to assignments on short notice, and may be required to work in a wide range of departments and in a variety of job assignments of varied duration. You are eager to take on new challenges and expand upon your experience.

Candidates will have a minimum of high school graduation, preferably supplemented by business or secretarial school training, plus a minimum of two years directly related clerical/administrative experience. **Documented certification of at least 55 wpm typing is required.** Advanced computer skills, including excellent working knowledge of MS Word and Excel are required. Knowledge of additional software programs such as Access and Powerpoint and short-hand/speed writing are assets. Superior customer service and communication skills (verbal and written) are a must. Adequate and reliable transportation to commute to and from a variety of work locations is required.

**APPLICATIONS:**

Resumes with covering letter (quoting competition #10/Office) clearly outlining your background of skills and experience including certified typing speed, are now being received in the Human Resources Department, Capital Regional District.

Please apply online at [www.crd.bc.ca](http://www.crd.bc.ca), “Careers”. Applications may also be received at the Human Resources Department, Capital Regional District, PO Box 1000, 625 Fisgard Street, Victoria, BC, V8W 2S6, fax (250) 360-3076.

**Come be part of the CRD’s vibrant and exciting future!**

*The CRD thanks all applicants for their interest and advises that only those candidates under active consideration will be contacted.*