



Making a difference...together

Employment Opportunity

Administrative Clerk

Planning & Protective Services – Building Inspection (Salt Spring Island)

Competition	19/022
Status	Regular Part Time
Hours of Work	35 hours bi-weekly
Rate of Pay	\$27.05 - \$28.94 per hour
Review of applications begins	4:00pm on May 24, 2019; however, this competition will remain open until the successful candidate is found

Notes

Summary

The Clerk Typist 4 performs skilled and administrative duties relating to the day to day operation of the building inspection office.

Duties & Responsibilities

- Provides reception services by providing information and advising public of permit application procedures
- Provides administrative and clerical services.
- Schedules and prepares daily inspections.
- Drafts and type's letters and memos.
- Schedules and prepares daily inspections.
- Provides cashier services for the office as required.
- Prepares bank deposits as required.
- Records correspondence and documentation relating to building permits (City View).
- Processes building permit applications.
- Prepares building permit files and enters pertinent information into City View database.
- Provides the applicant/homeowner with building permit packages and necessary documentation.
- Provides administrative records services, including sorting, checking and filing various correspondence, index cards, permits and forms.
- Prepares month end statistical reports
- Prepares files for microfilming.
- Provides backup to the Administrative Clerk during absences.
- Operates a variety of related office equipment.
- Routes unfamiliar or complex issues to other office staff as necessary.
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.

Qualifications

- High school and two years' related experience in an office environment.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel) and presentation (MS PowerPoint) software.
- Experience using planning/building inspection databases (e.g. CityView).
- Typing speed of not less than 55 wpm.
- Thorough knowledge of business English, general office procedures and equipment.
- General knowledge of planning issues, and understanding of legal documents.
- Experience in managing a basic bookkeeping system to record bank deposits and petty cash activities.
- Ability to work with stress and deadline pressures.
- Some knowledge of zoning bylaws, the building industry and building codes.
- Must possess a valid BC Driver's Licence.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "[Careers](#)".

The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.

