

JOB SUMMARY

Reporting to the Manager, Environmental Services, the Clerk, Environmental Services provides clerical and administrative support to the Environmental Services team within the Strategic & Community Services Department.

DUTIES / RESPONSIBILITIES

- Responds to public enquiries and provides routine information, or re-directs enquiries to staff members as applicable
- Provides clerical and administrative support to Environmental Services and Operations staff within the Strategic & Community Services Department
- Researches, reviews and drafts correspondence, reports, agreements, and other documents as required
- Documents processes and procedures and updates as necessary
- Updates meeting schedules and maintains department calendars
- Provides relief coverage to scale attendants as necessary
- Receives payments and posts receipts
- Assists with communication materials and programs, including electronic signage and website updates
- Maintains accurate records and files for Environmental Services and Operations
- Maintains harmonious working relationships with municipal and Regional District staff, elected officials, members of the business community and the general public
- Undertakes emergency training and assist as directed in supporting the District's emergency response mandate. Duties assigned during and emergency may differ from regular duties
- Completes work in compliance with safety policies and WorkSafe BC regulations
- Performs other duties as may be assigned from time to time

SUPERVISION RECEIVED AND EXERCISED

Immediate Supervisor:	Manager, Environmental Services
Positions directly supervised:	n/a
This position is responsible for:	
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work
<input type="checkbox"/> Evaluating work	<input type="checkbox"/> Disciplining employees
<input checked="" type="checkbox"/> Not applicable	

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED

Education:	<ul style="list-style-type: none"> ▪ Certificate in office administration, business or a related program
Experience:	<ul style="list-style-type: none"> ▪ One year clerical experience, preferably within a local government setting
Licenses / Certificates / Registrations:	<ul style="list-style-type: none"> ▪ Valid Class 5 British Columbia Driver's License
Specific Skills:	<ul style="list-style-type: none"> ▪ Exceptional customer service skills with sound ability to deal tactfully with the public and staff ▪ Proficient in the use of Microsoft Office suite of products (Word, Excel, Outlook) ▪ Minimum keyboarding speed of 60 wpm ▪ Ability to work with limited supervision, requiring independence and initiative and respond to changing priorities ▪ Superior organizational skills and multi-tasking talent ▪ Accurate and detail-oriented ▪ Excellent written and verbal communication skills
Special Requirements:	<ul style="list-style-type: none"> ▪ May be required to work outside normal working hours

CLASSIFICATION

Wage Level 8

JOB DESCRIPTION

Effective date: April 20, 2022