

Village of Queen Charlotte

Administration/Finance Department – Legislative and Administrative Clerk

Are you interested in working for your community and providing top quality services to our residents? Do you enjoy interacting with the public and getting them the help that they need in an efficient and effective manner? Have you ever considered a career in municipal government, but wondered how you could find an entry level position to grow from?

As the first point of contact, you will be people's first impression of the Village Office. If you could see yourself as part of our team, we would be interested in reviewing your application for our Legislative and Administrative Clerk position.

Nature of Position:

Under the direction of the Chief Administrative Officer, Chief Financial Officer or Deputy Clerk, the Legislative and Administrative Clerk processes accounts payable, accounts receivable, provides administration of utilities and property tax processes, and assists with the daily functions of the main office, including general reception and telephone inquiries, cashier duties and other payment processing. The position assembles and distributes agendas, attends and takes minutes at Council meetings, and assists with preparation of follow up correspondence or action items. The Village provides training through the Municipal Administration Training Institute.

The position is part-time, 5 days a week, 6 hours per day, 30 hours per week and includes vacation and full benefits, including pension, after completion of the probationary period.

Desired qualifications, skills and experience:

- Secondary school graduation supplemented by administrative/secretarial training PLUS experience in an administrative or office environment, preferably in local government setting OR an equivalent combination of training and experience;
- A high degree of accuracy and attention to detail in all aspects of job performance;
- Ability to assemble agendas and transcribe formal draft minutes;
- Knowledge of modern office practices and equipment;
- Ability to use MS Excel, and MS Word;
- Ability to achieve priorities and meet deadlines;
- Ability to work independently and in a team environment;
- Demonstrated ability to work positively and professionally with the public, elected officials and all levels of staff;
- A working knowledge of basic accounting;
- Knowledge of the Municipal Accounting Information System (MAIS) would be an asset;
- Ability to deal tactfully with the public, in person and by telephone, in a courteous and effective manner is essential.

Salary to start at \$18.50 per hour, however, may be negotiable based on education and experience. Lesser qualified applicants may be appointed at a lower salary rate and trained on-the-job.

A detailed job description can be requested from office@queencharlotte.ca

Closing date is September 15, 2017 at 3:00 PM.

Please send cover letter and resume to:

Sandra Brown

Deputy Clerk, Village of Queen Charlotte

Box 580, Queen Charlotte, BC V0T 1S0

Fax: 250-559-4742

E-mail: office@queencharlotte.ca