

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

December 7, 2016

Closing Date:

December 14, 2016

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
159/16	Clerk Typist 3	Fire Department	Regular Full-Time	15	35 Hour Work Week

- Applications are accepted only when submitted online at www.delta.ca/internaljobs and submitted by 4:30pm on the closing date.
- Paper applications/resumes will **not** be accepted.
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If you are interested in this position, click **Apply Now** and we will walk you through our Online Application process.

[Apply Now](#)**Title** Clerk Typist 3 - Fire**Department** Fire & Emergency Services**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 159/16

Nature & Scope of Work This is moderately complex clerical and typing work. The work entails responsibility for routine clerical procedures without receiving direct and/or detailed instructions from superiors. An employee of this class types, processes and maintains a variety of files, records, reports, correspondence and statements; provides and receives information to and from various internal and external sources; provides diversified information and assistance to the public on matters or problems related to fire department functions, procedures, policies, operations and bylaws; processes forms, permits, reports, Freedom of Information requests, agendas, minutes and related material. The work of this class is distinguished from that of the Clerk Typist II by the more responsible level of the work which must be performed without direct supervision, requiring the exercise of considerable independence of action and judgement within established guidelines. Work performance is evaluated by a superior for accuracy and conformance with established practices and procedures.

Required Knowledge, Skills and Abilities

- Thorough knowledge of business English, spelling, punctuation and arithmetic.
- Considerable knowledge of modern office practices and procedures.
- Considerable knowledge of departmental rules, regulations, methods and procedures as they relate to the work performed.
- Sound knowledge of the rules of IAFF and CUPE Union agreements governing the recording of employee time records for payroll purposes.
- Working knowledge of Provincial and Municipal laws, statutes and by-laws as such relate to the work performed.
- Ability to perform typing and clerical assignments as received from a variety of sources.
- Ability to independently initiate a variety of repetitive, routine clerical procedures and to carry same through to completion with minimal supervision.
- Ability to compose routine correspondence and to prepare type and maintain a variety of records, reports, statements and related documents.
- Ability to deal effectively with the public, uniformed members and officials and to interpret and explain rules, regulations and procedures.
- Ability to work with different database systems.
- Ability to understand Emergency Operation Centre essentials.
- Skill in typing rapidly and accurately (minimum of 55 wpm).
- Skill in operating a personal computer including word processing at an advanced level (graphics, tables, styles), Excel at an intermediate level and a basic understanding of PowerPoint.

Desirable Training & Experience Completion of the 11th school grade including or supplemented by typing, word processing and commercial courses, a working knowledge of Fire Department Management and Telestaff database systems, plus sound related experience preferably at the Clerk Typist 2 level; or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations A valid Class 5 Driver's Licence in the Province of British Columbia.

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

Hours of Work 35 Hour Work Week

Compensation, Salary and Benefits Pay Grade 15
\$23.61, 24.59, 25.61, 26.63, 27.75 per hour

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