

**THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS**

Posting Date:

July 13, 2016

Closing Date:

July 20, 2016

Posting #	Position	Department	Status	Hours Per Week
107/16	Cashier/Receptionist	Parks, Recreation & Culture	Regular Part-Time	28 Hour Non-standard Work Week
108/16	Cashier/Receptionist	Parks, Recreation & Culture	Temporary Part-Time	28 Hour Non-standard Work Week
109/16	Clerk Typist 3	Community Planning & Development	Regular Full-Time	35 Hour Work Week

- Applications are accepted only when submitted online at [www.delta.ca/internaljobs](http://www.delta.ca/internaljobs) and submitted by 4:30pm on the closing date.
- Paper applications/resumes will **not** be accepted.
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**Title** Cashier/Receptionist

**Department** Parks, Recreation & Culture

**Job Status** Regular Part Time

**Posting Status** Accepting Applications

**Employment Group** CUPE

**Job ID** 107/16

**Nature & Scope of Work** The work involves the provision of assistance and information to the public regarding recreation programs, events, schedules, rentals and fees; processing registration for all recreation programs; receiving and processing cash and other forms of payments, and other routine support tasks. An employee of this class exercises some independence of judgment and action within established guidelines and refers unusual or complex matters to a superior. Responsibility is entailed for establishing and maintaining effective public relations and work performance is reviewed by a superior for effectiveness of operations and service to the public.

- Required Knowledge, Skills and Abilities**
- Sound knowledge of cash register operations.
  - Sound knowledge of courses, programs, room bookings, activities and events offered by the department and of the automated registration system as related to the work performed.
  - Working knowledge of modern office practices and procedures.
  - Ability to meet and deal effectively with the public in providing information and assistance on a variety of services, programs and activities.
  - Ability to receive remittances, make change, issue receipts and balance cash accurately.
  - Ability to perform clerical tasks and incidental typing or word processing tasks as required.

**Desirable Training & Experience** Completion of the 11th school grade including or supplemented by courses in standard commercial subjects plus some clerical experience including cashiering, and preferably a course in basic word processing or an equivalent combination of training and experience.

**Required Licences, Certificates and Registrations** A valid Class 5 Driver's Licence for 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** 28 Hour Non-standard Work Week

**Compensation, Salary and Benefits** Pay Grade: 12  
Pay Rate: \$20.98, 21.87, 22.72, 23.61, 24.59 per hour (2015 rates)

**Posting Date** 7/13/2016

**Posting Closing Date** 7/20/2016

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[Apply Now](#)**Title** Cashier/Receptionist**Department** Parks, Recreation & Culture**Job Status** Part Time Temporary**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 108/16**Nature & Scope of Work** *The duration of this position is to approximately July 2017.*

This is clerical, cashiering, and receptionist work of some complexity performed in the Parks Recreation & Culture Department. The work involves the provision of assistance and information to the public regarding recreation programs, events, schedules, rentals and fees; processing registration for all recreation programs; receiving and processing cash and other forms of payments, and other routine support tasks. An employee of this class exercises some independence of judgment and action within established guidelines and refers unusual or complex matters to a superior. Responsibility is entailed for establishing and maintaining effective public relations and work performance is reviewed by a superior for effectiveness of operations and service to the public.

*\*A successful auxiliary candidate will retain their auxiliary status & benefits as outlined in "Schedule D" of the Collective Agreement for the duration of the posting.*

**Required Knowledge, Skills and Abilities**

- Sound knowledge of cash register operations.
- Sound knowledge of courses, programs, room bookings, activities and events offered by the department and of the automated registration system as related to the work performed.
- Working knowledge of modern office practices and procedures.
- Ability to meet and deal effectively with the public in providing information and assistance on a variety of services, programs and activities.
- Ability to receive remittances, make change, issue receipts and balance cash accurately.
- Ability to perform clerical tasks and incidental typing or word processing tasks as required.

**Desirable Training & Experience**

Completion of the 11th school grade including or supplemented by courses in standard commercial subjects plus some clerical experience including cashiering, and preferably a course in basic word processing or an equivalent combination of training and experience.

**Required Licences, Certificates and Registrations**

A valid Class 5 Driver's Licence for 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**

28 Hour Non-standard Work Week

**Compensation & Benefits**

Pay Grade: 12

Pay Rates: \$20.98, 21.87, 22.72, 23.61, 24.59 per hour (2015 rates)

**Posting Date** 7/13/2016**Posting Closing Date** 7/20/2016[Apply Now](#)

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Title Clerk Typist 3

Department Community Planning &amp; Development

Job Status Regular Full Time

Posting Status Accepting Applications

Employment Group CUPE

Job ID 109/16

**Nature & Scope of Work** This is typing and clerical work of moderate complexity performed in the Community Planning & Development general office. The work entails responsibility for the provision of diversified information and assistance to the public and to the development industry on matters or problems related to Community Planning & Development functions, procedures, policies, operations and bylaws. In addition, responsibility is entailed for typing a variety of correspondence, forms, permits, reports, agenda, minutes and related material. The work of this class is distinguished from that of Clerk Typist II by reason of the entailed responsibility for the provision of specialized and diversified information and assistance related to the Community Planning Division matters and problems. Work performance is reviewed by a superior in terms of effectiveness in handling clerical, public relations and typing assignments.

**Required Knowledge, Skills and Abilities**

- Considerable knowledge of the functions, regulations, policies, by-laws, methods, and procedures applicable to Community Planning & Development operations.
- Sound knowledge of modern business office practices and procedures and of Business English, spelling, arithmetic and punctuation.
- Ability to process correspondence and other documents according to established format.
- Ability to perform a variety of record keeping and clerical tasks of moderate complexity, to prepare, process and maintain materials such as area plans and other records, reports and disk indexes, to compose routine correspondence and to make non-complex calculations and computations.
- Ability to process with authority a variety of calls, complaints, and enquiries and provide information and assistance to the public on semi-technical, procedural, regulatory and policy matters accurately and completely.
- Ability to read non-complex maps, plans and drawings.
- Ability to transcribe dictation of a technical nature with high accuracy and considerable speed.
- 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 and PowerPoint at an intermediate level.

**Desirable Training & Experience** Completion of the 12th school grade including or supplemented by typing, word processing and commercial courses, working knowledge of DeltaMap and Tempest, plus sound related experience in Community Planning & Development, preferably at the Clerk Typist II level; or an equivalent combination of training and experience.

**Required Licences, Certificates and Registrations**

Valid Class 5 Driver's Licence for Province of British Columbia

**Safety Requirements**

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

**Hours of Work** 35 Hour Work Week**Compensation & Benefits**

Pay Grade: 15

Pay Rates: \$23.61, 24.59, 25.61, 26.63, 27.75 per hour (2015 rates)

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