

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

November 16, 2016

Closing Date:

November 23, 2016

Posting #	Position	Department	Status	Hours Per Week
151/16	Agenda Clerk	Clerks Department	Regular Full-Time	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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[Apply Now](#)**Title** Agenda Clerk**Department** Office of the Municipal Clerk**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 151/16

Nature & Scope of Work This is complex clerical and typing work entailing responsibility for the preparation and electronic distribution of Council Meeting Agenda packages. In addition, an incumbent relieves a superior of a variety of routine administrative tasks. It is the responsibility entailed in relieving a superior of routine administrative matters which differentiates this class from that of Clerk Typist 3. An employee of this class exercises considerable independence of action and judgement on most day-to-day aspects of the work, referring more complex or unusual matters to a superior who reviews work for accuracy, completeness and conformance to sound practices and procedures.

Required Knowledge, Skills and Abilities

- Thorough knowledge of business English, spelling, punctuation and arithmetic.
- Considerable knowledge of modern office methods and procedures.
- Considerable knowledge of applicable rules and regulations governing departmental operations.
- Working knowledge of Provincial and Municipal laws, statutes and by-laws as such related to the work performed.
- Ability to review, recommend and implement clerical procedures supporting the electronic distribution of Council Meeting Agenda Packages.
- Ability to operate a range of standard office equipment and to use a variety of software including word processing and other office automation applications.
- Ability to prepare, maintain and control a variety of departmental records, files and related data.
- Ability to deal effectively with the public, staff, other employees and officials and to interpret and explain departmental rules, regulations and practices.
- Ability to compile information and compose correspondence and to prepare, type and maintain a variety of records, reports, statements and related documents.

Desirable Training & Experience Completion of the 12th school grade including or supplemented by courses in typing, office software applications and commercial subjects, plus considerable related experience or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations A valid BC 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 35 Hour Work Week**Posting Date** 11/16/2016**Posting Closing Date** 11/23/2016[Apply Now](#)