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[Apply Now](#)**Title** Clerk Typist 3**Department** Community Planning & Development**Job Status** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 18-33**Nature & Scope of Work** *This temporary assignment is to approximately March 2019.*

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, 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.
- 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.

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**Pay Grade** 15**Pay Rates** \$24.81, 25.84, 26.91, 27.99, 29.16 per hour**Posting Date** 1/17/2018**Posting Closing Date** 1/24/2018[Apply Now](#)