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[» Apply Now](#)**Title** Committee Clerk**Department** Office of the Municipal Clerk**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 18-34

Nature & Scope of Work This is specialized clerical work, providing a variety of administrative support services in the City Clerk's Department to one or more superiors. An employee of this class acts as Committee Clerk to Council and various committees, boards, commissions and public forums, coordinates meeting arrangements, prepares agenda and supporting material, ensures legal requirements such as advertising, time frames, and appropriate notifications have been met; takes, edits, transcribes and distributes minutes, advises on procedural rules during such meetings, and follows-up on actions and decisions of committees as appropriate. Maintains a variety of departmental files, records and documents, provides a variety of administrative support functions. The incumbent exercises considerable independence of judgement and action within established guidelines, while the more complex problems and matters of policy are discussed with a superior, who reviews work performance in terms of the provision of effective office support services and achievement of desired results.

Required Knowledge, Skills and Abilities

- Thorough knowledge of business English, spelling, punctuation and arithmetic.
- Considerable knowledge of Local Government functions and objectives of various municipal committees served and of the rules of
- Parliamentary procedures used in meetings of such authorities.
- Considerable knowledge of modern office practices and procedures and of the rules, policies and regulations applicable to the work.
- Working knowledge of bylaws and legislation applicable to the work.
- Working knowledge of the operations and functions of various municipal departments.
- Ability to coordinate meeting arrangements, prepare agenda and supporting material; take, edit, transcribe and distribute minutes which involve interpretation of the collective sense of meetings, and the framing of motions often from general dialogue.
- Ability to prepare, process and check a variety of reports, documents, correspondence and related data independently.
- Ability to deal tactfully and effectively with a variety of internal and external contacts including Council and Committee members.
- Ability to operate a range of standard office equipment.
- 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 supplemented by post secondary education in a related field plus considerable related experience in Municipal procedures; **OR** an equivalent combination of training and experience.

Required Licences, Certificates and Registrations Valid Class 5 British Columbia Driver's Licence.

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 non-standard work week.

Pay Grade 18

Pay Rates \$27.99, 29.16, 30.37, 31.62, 32.94 per hour

Posting Date 1/17/2018

Posting Closing Date 1/24/2018

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