

## **JOB SUMMARY**

Reporting to the Executive Assistant, Utilities, the Clerk, Utilities is responsible for providing clerical and administrative support for the Utilities Department.

## **DUTIES / RESPONSIBILITIES**

- Provides clerical and administrative support to the Utilities Department
- Responds to public enquiries including front counter assistance to customers
- Maintains accurate records, files and databases relating to the Utilities Department
- Provides routine information or re-directs enquiries to other staff members as applicable
- Provides relief reception coverage
- Completes mail merges; distributes press releases; conducts BC Land Title and Survey searches; updates Engineering Library
- Prepares and distributes agendas; acts as recording secretary
- Completes data entry, assists in processing applications and assists with Utilities Programs as directed
- Researches, reviews, formats and drafts correspondence, reports, agreements, and other documents as required
- Assists with legal matters such as tender documents, agreements and leases
- Coordinates public meetings and events
- Documents processes and procedures and updates as necessary
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- Completes work in compliance with safety policies and WorkSafeBC regulations
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Performs other duties as may be assigned from time to time

## **SUPERVISION RECEIVED AND EXERCISED**

Immediate Supervisor:	Executive Assistant, Utilities
Positions directly supervised:	N/A
This position is responsible for: <input checked="checked" type="checkbox"/> Not applicable	
<input type="checkbox"/> Assigning work <input type="checkbox"/> Reviewing work <input type="checkbox"/> Evaluating work <input type="checkbox"/> Disciplining employees	

**KNOWLEDGE, ABILITIES AND SKILLS REQUIRED**

<b>Education:</b>	<ul style="list-style-type: none"><li>▪ One year certificate in office administration, business or a related program</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>▪ One year clerical experience, preferably within a local government setting</li></ul>
<b>Licenses / Certificates / Registrations:</b>	<ul style="list-style-type: none"><li>▪ Valid Class 5 British Columbia Driver's License</li></ul>
<b>Specific Skills:</b>	<ul style="list-style-type: none"><li>▪ Exceptional customer service with sound ability to interact tactfully with staff, elected officials, members of the public, and other governmental agencies</li><li>▪ Minimum keyboarding speed of 60 wpm</li><li>▪ Superior organizational skills and multi-tasking capabilities</li><li>▪ Accurate and detail-oriented</li><li>▪ Excellent written and verbal communication skills</li><li>▪ Ability to sensitively and confidentially manage private information</li><li>▪ Ability to work with limited supervision and as part of a team, requiring initiative and independence</li><li>▪ Excellent working skills in the use of MS Office Suite of products (Word, Excel, Outlook, PowerPoint)</li></ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>▪ May be required to work outside normal working hours, including weekends and evenings</li></ul>

**CLASSIFICATION**

Wage Level 8

**JOB DESCRIPTION**

Effective date: February 16, 2023