

### **Office Services Clerk Civic Operations (Temporary, Full-Time) # 745**

**Closing Date: June 29, 2022**

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

*Let's make Kamloops shine! Join our team today.*

#### **Position Overview**

Are you looking to perform challenging administrative, booking, and customer service work in a fast-paced environment? The temporary, full-time Office Services Clerk - Civic Operations position involves providing clerical support for the Civic Operations Department in a busy call centre, which includes front counter reception, processing program requests, utilizing multiple software and database systems, relaying information by mobile radio, handling internal and public telephone calls, email inquiries and scribing for department meetings.

The successful candidate must have the following qualifications:

- Completion of senior secondary school or its equivalent.
- Completion of a post-secondary introductory accounting course.
- Proficient in intermediate Word, intermediate Excel, and basic Access. (70% pass rate required)
- Minimum one year's previous experience working in an office environment where dealing with the public in person and on the phone was a significant part of the job.
- Minimum six months' previous accounting experience.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position.

More than one may be hired.

Note that this is a temporary position until approximately February 17, 2023 or return of incumbent.

Effective November 1, 2021, the City of Kamloops implemented a Covid-19 Vaccination Policy that defines the conditions and expectations for employees regarding vaccination against COVID-19. The policy requires all employees hired after October 31, 2021, to be fully vaccinated, unless they can establish that they cannot be fully vaccinated for a valid reason related to a protected ground under the BC Human Rights Code. It is a term of acceptance of employment that you agree to comply with all vaccination requirements that apply to the City of Kamloops.

**Hourly Rate**

\$32.10

**Hours & Days of Work**

Monday to Friday: Paid 7-hour shift between the hours of 7 a.m. - 4 p.m.

**Hours per Week**

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email [hr@kamloops.ca](mailto:hr@kamloops.ca) or in person at 105 Seymour Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at [kamloops.ca/careers](http://kamloops.ca/careers).