



JOB OPPORTUNITY BULLETIN

Clerk Typist 3

Temporary Full-Time

Recreation, Culture and Community Services Department

Competition #18-11

January 22, 2018

Applications are invited for the Temporary Full-Time assignment of Clerk Typist 3 to work in the Recreation, Culture and Community Services Department at Al Anderson Memorial Pool. The Clerk Typist 3 is responsible for clerical and public relation duties. The work entails clerical tasks and liaison with instructors, user groups, community organizations and the general public. The casual assignment will start April 9 and will end May 10, 2018. The temporary full-time assignment will start May 11, 2018 and will end August 31, 2018.

RATE OF PAY: Pay Grade 12: \$26.37 - \$27.40 per hour

HOURS OF WORK: 35 hours per week (Monday to Friday)

May 11 – June 27, 2018	June 28 – August 31, 2018
Monday to Friday: 1:45 p.m. – 9:45 p.m.	Monday to Friday: 2:30 p.m. – 10:30 p.m.

Temporary full-time employees are paid 6% of their regular earnings in lieu of benefits and paid vacation.

The successful candidates will have Grade 12 and previous experience in the recreation field, with recreation programs, registration and software programs such as Microsoft Office and registration and facility booking software systems. A valid Emergency First Aid Certificate is required. Details of the position and its requirements can be found in the job description on the Employment page at the following link: <http://www.city.langley.bc.ca>

It is the responsibility of each interested applicant to ensure that his or her application is submitted to the Human Resources Division before the **deadline of 4:30 p. m. on Wednesday, February 14, 2018**. Please submit one of the following: a resume, covering letter, and copies of required certifications or the application form located on our Employment page to:

Human Resources Division
Langley City
20399 Douglas Crescent
Langley, B. C. V3A 4B3
E-mail: hr@langleycity.ca
Fax: (604) 514-0225

Langley City appreciates the interest of all applicants. Only those selected for an interview will be contacted.

Chief Administrative Officer
Douglas Recreation Centre
Operations Division

Supervisor
Timms Community Centre
C.U.P.E., Local 2058

City Hall Lunchroom
Parks Division
Fire Hall