



## JOB OPPORTUNITY BULLETIN

### Clerk Typist 3

Casual

Recreation, Culture and Community Services Department

Competition #18-08

January 22, 2018

Applications are invited for Casual Clerk Typist 3 assignments in the Recreation, Culture and Community Services Department providing coverage for assignments, vacation, illness and other absences. 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. We have two seasonal assignments in addition to year round casual assignments.

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

**HOURS OF WORK:** Up to 35 hours per week (depending on assignments)  
(Monday to Sunday including days, afternoons, evenings, and weekends)

<p><u>*Assignment 1:</u> <i>May 12, 2018 - August 26, 2018</i></p> <p>Saturdays: 2:00 p.m. – 8:00 p.m. Sundays: 12:30 p.m. – 8:00 p.m.</p> <p>*Additional casual assignments available</p>	<p><u>*Assignment 2:</u> <i>May 12, 2018 – June 23, 2018</i></p> <p>Saturdays 9:15 a.m. – 2:00 p.m.</p> <p><i>June 30, 2018 – August 25, 2018</i></p> <p>Saturdays 7:45 a.m. – 2:00 p.m.</p> <p>*Additional casual assignments available</p>	<p><u>Assignment 3:</u> Varying assignments: Monday to Sunday including days, afternoons, evenings, and weekends</p>
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Casual employees are paid 12.5% of their regular earnings in lieu of paid annual 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, 2019**. Please specify which assignment you are applying for and submit a resume, covering letter and a copy of any 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](mailto:hr@langleycity.ca)  
Fax: (604) 514-0225**

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