



## **CLERK, PROTECTIVE SERVICES (REGULAR, PART-TIME)**

The North Okanagan is an exceptional place to live, work and explore. With its diverse landscapes and extraordinary recreational opportunities, our residents enjoy a comfortable balance of work-life activities. With a regional population of 85,000, the Regional District of North Okanagan offers a wide range of services directly to residents and through partnerships with its six member municipalities.

We are currently recruiting for the regular, part-time position of Clerk, Protective Services. The successful candidate will have a diploma in office administration, business or related program and a valid Class 5 BC driver's license. A minimum of one year experience working with protective services, fire departments or other emergency services is required.

Reporting to the Protective Services Manager, the Clerk, Protective Services is responsible for providing administrative and specialized clerical support to the Fire Departments and Protective Services Manager, including coordinating the department's records management and mail systems, preparing meeting agendas and minutes, and maintaining firefighter training, equipment maintenance and payroll records.

Working 21 hours per week, the position will be divide its time between BX-Swan Lake, Lumby and Silver Star Fire Halls. The position may also work out of the main regional district office on occasion. Hours of work will be flexible with some evenings required for meetings. A reliable vehicle is required to travel to the various work locations.

Come be part of a great team who takes pride in their work to enhance the very reasons the North Okanagan is such a great place to live, work and play. This part-time position offers an hourly wage range of \$25.71 to \$29.56, plus 16% in lieu of vacation, statutory holidays, and all other benefits.

For further information regarding the RDNO and the full job description please visit our website at <http://www.rdno.ca/index.php/about/careers>.

Please submit your resume, cover letter and any corresponding information as one PDF document to [hr@rdno.ca](mailto:hr@rdno.ca) and quote Competition No. 19-12 in the subject line.

Applications will be accepted until 4:00 p.m. Monday, May 27, 2019.

*We thank all interested applicants, but only short-listed candidates will be contacted.  
No telephone or email enquiries please.*