



CLERK, ELECTORAL AREA ADMINISTRATION (REGULAR, FULL-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 92,000, the Regional District of North Okanagan offers a wide range of services directly to residents and through partnerships with its six member municipalities.

We have an immediate opening for the regular, full-time position of Clerk, Electoral Area Administration. The successful candidate will have a certificate in office administration, business or a related program and hold a valid BC driver's license.

You have exceptional customer service and organizational skills. You are conscientious with a high degree of accuracy and attention to detail. A minimum of one year of clerical and customer service experience is required, preferably within local government or the public sector.

Reporting to the General Manager, Electoral Area Administration, the Clerk provides clerical and administrative support, responds to public enquiries, and maintains files and databases related to Electoral Area Administration, including bylaw enforcement and dog control. This position receives, records and tracks bylaw enforcement complaints.

Come be part of a great team who takes pride in their work to enhance the very reason the North Okanagan is such a great place to live, work and play. This is a regular, full-time position (35 hours/week) with a starting wage of \$27.20 increasing to \$31.27 (2022 rates), as well as an extensive benefits package.

For further information regarding the RDNO and the full job description, please visit our website at rdno.ca/career-opportunities

Please submit your resume, cover letter and any corresponding information as one PDF document to hr@rdno.ca and quote Competition No. 21-30 in the subject line.

Applications will be accepted until 4:00 p.m. on Tuesday, January 4, 2022.

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