



**REGIONAL
DISTRICT
NORTH
OKANAGAN**

JOB TITLE: Clerk, Electoral Area Administration
DEPARTMENT: Electoral Area Administration

JOB SUMMARY

Reporting to the General Manager, Electoral Area Administration, the Clerk, Electoral Area Administration is responsible for providing clerical and administrative support to the Electoral Area Administration department.

DUTIES / RESPONSIBILITIES

- Provides administrative and clerical support to the Electoral Area Administration Department
- Maintains accurate records, files and databases relating to Electoral Area Administration, including bylaw enforcement and dog control
- Receives, records and tracks bylaw enforcement complaints and forwards to Bylaw Enforcement Officers and Dog Control Officers as appropriate
- Arranges screening officer reviews and adjudication hearings for bylaw notice disputes
- Maintains bylaw enforcement statistics and tracks tickets for payment
- Responds to public enquiries and provides routine information or re-directs enquiries to other staff members
- Assists with Safe Communities communication materials and public outreach programs
- Researches, reviews and drafts correspondence, reports, agreements, and other documents as required by Electoral Area Administration
- Coordinates travel arrangements for department staff and Electoral Area Directors
- Updates meeting schedules and maintains department calendars, ensuring notice requirements and deadlines are met
- Assists with the preparation of committee meeting agendas and takes minutes, as required
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Completes work in compliance with safety policies and WorkSafe BC regulations
- Performs other duties as may be assigned from time to time

SUPERVISION RECEIVED AND EXERCISED

Immediate Supervisor:	General Manager, Electoral Area Administration
Positions directly supervised:	N/A
This position is responsible for:	
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work
<input type="checkbox"/> Evaluating work	<input type="checkbox"/> Disciplining employees
<input checked="" type="checkbox"/> Not applicable	

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED

Education:	<ul style="list-style-type: none"> ▪ One year certificate in office administration, business or a related program
Experience:	<ul style="list-style-type: none"> ▪ One year clerical experience, preferably within a local government setting
Licenses / Certificates / Registrations:	<ul style="list-style-type: none"> ▪ Valid Class 5 BC Driver's License
Specific Skills:	<ul style="list-style-type: none"> ▪ Exceptional customer service with sound ability to interact tactfully with staff, elected officials, members of the public, and other governmental agencies ▪ Minimum keyboarding speed of 60 wpm ▪ Superior organizational skills and multi-tasking talents ▪ Accurate and detail-oriented ▪ Excellent written and verbal communication skills ▪ Ability to sensitively manage private information ▪ Ability to work with limited supervision and as part of a team, requiring initiative and independence ▪ Excellent working skills in the use of MS Office Suite of products (Word, Excel, Outlook, PowerPoint)
Special Requirements:	<ul style="list-style-type: none"> ▪ May be required to work outside normal working hours, including weekends and evenings

CLASSIFICATION

Wage Level 8

JOB DESCRIPTION

Effective date: December 1, 2021