



**REGIONAL  
DISTRICT  
NORTH  
OKANAGAN**

**JOB TITLE:** Clerk, Environmental Services  
**DEPARTMENT:** Community Services

**JOB SUMMARY**

Reporting to the Manager, Environmental Services, the Clerk, Environmental Services provides clerical and administrative support to the Environmental Services team within the Community Services Department.

**DUTIES / RESPONSIBILITIES**

- Responds to public enquiries and provides routine information, or re-directs enquiries to staff members as applicable
- Provides clerical and administrative support to Environmental Services and Operations staff within the Community Services Department
- Researches, reviews and drafts correspondence, reports, agreements, and other documents as required
- Documents processes and procedures and updates as necessary
- Updates meeting schedules and maintains department calendars
- Provides relief coverage to scale attendants as necessary
- Receives payments and posts receipts
- Assists with communication materials and programs, including electronic signage and website updates
- Maintains accurate records and files for Environmental Services and Operations
- Maintains harmonious working relationships with municipal and Regional District staff, elected officials, members of the business community and the general public
- Undertakes emergency training and assist as directed in supporting the District's emergency response mandate. Duties assigned during and 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:	Manager, Environmental Services
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**

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Certificate in office administration, business or a related program</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ One year clerical experience, preferably within a local government setting</li> </ul>
<b>Licenses / Certificates / Registrations:</b>	<ul style="list-style-type: none"> <li>▪ Valid Class 5 British Columbia Driver's License</li> </ul>
<b>Specific Skills:</b>	<ul style="list-style-type: none"> <li>▪ Exceptional customer service skills with sound ability to deal tactfully with the public and staff</li> <li>▪ Proficient in the use of Microsoft Office suite of products (Word, Excel, Outlook)</li> <li>▪ Minimum keyboarding speed of 60 wpm</li> <li>▪ Ability to work with limited supervision, requiring independence and initiative and respond to changing priorities</li> <li>▪ Superior organizational skills and multi-tasking talent</li> <li>▪ Accurate and detail-oriented</li> <li>▪ Excellent written and verbal communication skills</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▪ May be required to work outside normal working hours</li> </ul>

**CLASSIFICATION**

Wage Level 8

**JOB DESCRIPTION**

Effective date: April 20, 2022