



**INTERNAL/EXTERNAL POSTING
UNIONIZED JOB VACANCY**

POSITION TITLE: Clerk Typist – Casual

DEPARTMENT: Administration
HOURS OF WORK: Monday – Friday, 8:30 a.m. – 4:30 p.m., as needed
POSTING DATE: Wednesday, September 4, 2019
CLOSING DATE: 4:00 p.m., Friday, September 20, 2019
COMPETITION NO: 19-17
HOURLY RATE: \$28.26 (2019)

General Statement of Duties:

Reporting to the Director of Corporate Services, the Clerk Typist performs clerical administrative functions in various departments including Town Hall reception, Development Services and at the Smithers Regional Airport. This is a casual position working hours on an as needed basis predominately covering vacation and sick leave.

Qualifications Include:

- 2 years of experience in reception, with clerical and administrative skills or an equivalent combination of education, training and experience.

Note: Testing may be required during the interview process. Testing will be based on the knowledge, skills, abilities and qualifications outlined in the job description.

For complete details of this position, please refer to the attached Job Descriptions.

Qualified individuals should direct their résumé, along with three references, no later than the closing date and time indicated above.

Applications may be forwarded to:

Human Resources
Confidential: Competition #19-17
 Town of Smithers
 Box 879, 1027 Aldous Street
 Smithers, BC V0J 2N0
careers@smithers.ca

Please quote Competition #19-17 on your application.

Posted at:

Town Office√ Works Yard√ RCMP√ Fire Dept√ Airport√ C.U.P.E. √