



INTERNAL/EXTERNAL

Unionized Job Vacancy

Competition #22-01

POSITION TITLE: Clerk Typist
DEPARTMENT: Corporate Services, Finance, Development Services and Airport
HOURS OF WORK: Casual
POSTING DATE: Wednesday, January 5, 2022
CLOSING DATE: 4:00 p.m., Thursday, January 27, 2022
HOURLY RATE: \$29.85

GENERAL STATEMENT OF DUTIES:

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

Qualifications include:

- Highschool graduation;
- 2 years of experience in reception with clerical, cash receivables and administrative skills;
- Or an equivalent combination of education, training and experience.

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

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

Qualified candidates may forward their application package including cover letter, resume and three references, quoting Competition #22-01, no later than the closing date and time.

All new employees may be required to show proof that they are fully vaccinated against COVID-19 as a condition of employment with the Town prior to their start date.

Applications may be forwarded to:

Confidential: Competition #22-01

Town of Smithers

Box 879, 1027 Aldous Street

Smithers, BC V0J 2N0

careers@smithers.ca

Posted at: Town Office, Works Yard, Arena, RCMP, Fire Department, Airport, website
CC: C.U.P.E Local 1570