



# **EMPLOYMENT OPPORTUNITY**

## **ADMINISTRATIVE CLERK II –**

### **Regular Full Time (Pay Grade 6)**

*(Maternity Leave coverage for up to 15 months)*

The City of Rossland has an opening for a regular full-time position for Administrative Clerk II to cover a Maternity Leave for up to 15 months.

Reporting to the Chief Administrative Officer/Corporate Officer, the Administrative Clerk II performs tasks relating to the City's Corporate Services Department and assists the Financial Department as required. Corporate work involves secretarial, clerical, reception work and assists the Corporate Officer and/or the Chief Administrative Officer. The Administrative Clerk II acts as the receptionist – answering telephone, in-person inquiries and complaints, and performs cash receipting duties.

The successful applicant will have the ability to interact with customers and manage a variety of tasks simultaneously. Local government experience and a proven ability to work to deadlines are definite assets. The ideal candidate will have the following abilities and experience:

- Organized, self-starter with strong customer service and interpersonal skills
- Experience responding to public inquiries on general matters including taxation and utility billings.
- Excellent verbal and written communication skills
- Strong computer skills, i.e. Windows Operating System, Microsoft Office (including Word, Excel, Outlook) and Adobe
- Ability to create, edit, and format documents
- Ability to work under pressure, multi-task, and complete assignments with minimal supervision

This is a CUPE Local 2087 Bargaining position with salary and benefits pursuant to Paygrade 6 of the City's Collective Agreement.

**Interested candidates are invited to submit their resume with a covering letter by email on or before 4:00 pm on July 27, 2018 to:**

Alison Worsfold, Executive Assistant  
City of Rossland  
Box 1179, 2196 Leroi Avenue  
Rossland, BC V0G 1Y0  
email: [ExecutiveAssistant@rossland.ca](mailto:ExecutiveAssistant@rossland.ca)