



# Client Support Clerk (Regular Full-Time)

## Office of the Chief Administrative Officer

---

Reporting to the Deputy Corporate Officer, the Client Support Clerk is responsible for providing a variety of secretarial and clerical services to support the Office of the CAO in achieving established goals and assist other Regional District departments with workload and distribution deadlines. In addition, the Client Support Clerk shares in the function as Relief Client Services Clerk.

### Qualifications:

- Grade 12 and completion of an Office Administration training program; three years clerical/secretarial experience in a local government office environment is preferred, or equivalent in experience, education, and training.
- Experience with creation of agendas and familiarity with Local Government legislation would be considered an asset.
- Knowledge of office practices and procedures and their applications within a Regional District.
- Knowledge of government Records Management and Electronic Data Management systems is essential.
- Considerable knowledge of MS Office, MS2000/XP OS, etc. with proficient clerical & time management skills.
- Ability to operate general office equipment including collating and sorting features of high-volume photocopier and inserting machine.
- Ability to operate a switchboard system with voice mail functions and answer all incoming calls.
- Good interpersonal and communication skills to provide efficient and courteous service to the public, staff, and elected officials, either by telephone or in person.
- Mature, confident, and flexibility in responding to multi-tasks and handle changing priority during peak work periods.
- Confidentiality and discretion is required.
- Willingness to complete the Local Government Administration Certificate program.

This regular full-time position is included in the BCGEU bargaining unit. Bi-weekly wages for the position are \$25.46 per hour, Pay Grade 3 (2014 rate), plus an attractive fringe benefit package.

Qualified individuals are invited to submit their applications by **4:30 pm, Monday, April 28, 2014** to:

Regional District Okanagan-Similkameen  
101 Martin Street, Penticton, BC V2A 5J9  
Tel: (250) 492 0237 Fax: (250) 492 0063  
Email: [hr@rdos.bc.ca](mailto:hr@rdos.bc.ca)

*We wish to thank all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted.*