



## **The wild's calling...dare to answer!**

We're on the prowl for an adventurous spirit to add to our herd:

### **Leisure Services Clerk 1 – Casual Relief Position**

*\*With opportunity for cross-training to provide casual relief coverage to the Public Works Clerk*

Do you like to tell people where to go and how to get there? Able to respond quickly and confidently to the calls of the wild? Are you constantly gnawing your way to a new path, helping to direct the flow of activities and chomping at the bit to lend a hand? If your diligent disposition allows you to manage several tasks at once, and you really give a dam about our community, the District of Elkford is interested in what you have to offer.

**Application deadline: September 15, 2023 at 4:30 p.m. local time.**

Submit your cover letter and resume to the attention of the Director of Corporate Services:

**Email:** [careers@elkford.ca](mailto:careers@elkford.ca)

**Fax:** 250.865.4001

**In person/by mail:** District of Elkford · P.O. Box 340 · 744 Fording Drive  
Elkford, B.C. · V0B 1H0

We thank all interested individuals for their applications for this position; however, only those selected for an interview will be contacted.



**DISTRICT OF ELKFORD  
EMPLOYEE POSITION DESCRIPTION**

**Position Name:** Leisure Services Clerk 1      **Date of Revision:** January 10, 2011

---

**Classification:** CUPE, Schedule C      **Date of Last revision:**  
**Weekly hours:** Casual  
**Schedule of hours:** Varied, evenings and weekends

---

**Approval:**

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Supervisor

---

**Nature of Work:**

Under the general direction of the Director, Leisure Services and the daily supervision of the Aquatics Coordinator or alternate, the position performs a variety of general and specific reception, clerical, elementary typing, and cash handling functions involving simple word processing, filing, answering queries by phone, e-mail and in person, greeting and directing the public, providing information concerning programs, activities, events, schedules, fees etc., selling and collecting admission, and engaging in registration procedures. Some initiative and judgement is required within the defined scope of duties, but any complex or policy matters are referred to a supervisor.

**Duties and Responsibilities include:**

- Basic typing and word processing;
- Operating basic office equipment;
- Monitoring lobby/office areas and facilities while in use;
- Answer telephone and forward calls;
- Providing information on services and programs;
- Collecting cash, making change, balancing cash receipts, preparing deposits, issuing and/or collecting tickets, issuing receipts for fees, rentals, etc.;
- Accepting and processing bookings for facilities usage;
- Accepting and processing program registrations;
- Filing and maintaining files;
- Handling incoming and outgoing mail;
- Reviewing, updating and completing statistic reports;
- Requisitioning office supplies as required;
- Other related duties may be assigned from time to time.

**Qualifications and Experience:**

- Grade 12 Diploma or equivalent;
- Typing speed of 30 WPM (minimum);
- Microsoft Office experience preferred;
- Ability to receive and handle cash accurately;
- Ability to exercise courtesy and tact when dealing with both the public and staff;
- Ability to work with minimum supervision;
- Ability to communicate effectively, both written and orally;
- Ability to generate and verify accurate data;
- Ability to maintain confidentiality;
- Ability to organize work to meet deadlines;
- Must possess general office skills and experience or equivalent training and experience.

Interview and/or skill assessment may be required. Applicants without full qualifications or experience may be considered. The successful candidate may be required to provide a satisfactory Driver's Abstract and Criminal Record Check.

**DISTRICT OF ELKFORD  
EMPLOYEE POSITION DESCRIPTION**

---

**Position Name:** Public Works Clerk      **Date Created:** August 12, 2015

**Classification:** CUPE, Schedule B      **Date of Last revision:** October \_\_, 2019  
Public Works Clerk 1

**Weekly hours:** 35 hours/week

**Schedule of hours:** Monday – Friday, 8:00 am – 3:30 pm

---

**Approval:**

---

Chief Administrative Officer

---

Supervisor

---

**Nature of Work:**

Under the general direction of the Superintendent, Public Works or alternate, the position performs a variety of general and specific clerical, reception and customer service duties, and accounting and payroll entry duties specific to the Public Works Department. Some initiative and judgement are required within the defined scope of duties, but any complex or policy matters are referred to a supervisor.

**Duties and Responsibilities include:**

- a) Word processing;
- b) Operating office equipment;
- c) Monitoring office areas and facilities while in use;
- d) Answering and directing inquiries and providing information on operations and programs (telephone, email, facsimile, and in person);
- e) Departmental payroll entry;
- f) Departmental accounting functions (invoicing, purchase orders, receivables, payables and other related functions);
- g) Accepting and processing bookings for departmental operations;
- h) Filing and maintaining files;
- i) Processing incoming and outgoing mail and correspondence to coordinate paperwork flow between departments;
- j) Clerical support for the department, including assistance in drafting departmental reports;
- k) Facilitating, reviewing, updating and reconciling departmental reports (statistical, governmental, agency, and other related reports), and tracking reporting deadlines;
- l) Assisting with annual departmental budget preparation;
- m) Requisitioning office supplies as required;
- n) Communicating effectively, both written and orally;
- o) Generating and verifying accurate data;
- p) Maintaining strict confidentiality;
- q) Organizing work to meet deadlines;
- r) Exercising courtesy and tact when dealing with the public and staff;
- s) Working with minimal supervision;
- t) Other related duties may be assigned from time to time.

**Qualifications and Experience:**

- a) Grade 12 Diploma or equivalent;
- b) Minimum typing speed of 50 WPM;
- c) Microsoft Office Suite experience preferred;
- d) Experience with computerized accounting systems preferred;
- e) Must possess general office, accounting, and clerical skills and knowledge and experience, or equivalent training and experience.