



Development Services Clerk

Located on the south-western tip of Vancouver Island, BC, Sooke has a sheltered harbor, and is a scenic half hour drive from BC's capital city, Victoria. As a part of a temperate rainforest, the Sooke district has one of the mildest climates in Canada. Characterized by warm, dry summers and mild winters, Sooke's pleasant climate is a year-round paradise for those who enjoy outdoor activities, such as hiking, biking, kayaking or sailing.

The District of Sooke has an employment opportunity for a Development Services Clerk. Reporting to the Director of Development Services, the Development Services Clerk provides support and advice to the Director of Development Services, Approving Officer, Planners, and other Development Services technical staff.

To be considered for this role, applicants should have:

- Completion of Grade 12 or recognized equivalent, supplemented by two (2) years of post-secondary education in local government courses and/or a certificate in local government administration; or currently enrolled in local government courses.
- Minimum of five (5) years' related administrative experience in a local government environment.

This is a CUPE Local 374 auxiliary position for up to one (1) year, including a competitive salary plus 15% in lieu of benefits.

Please indicate the position you are applying for in the subject of your email, and submit your detailed resume and cover letter outlining your interest and experience for this opportunity to:

hr-jobs@sooke.ca

Closing date for receipt of applications is 4:30 p.m. Friday, April 28, 2017.

The District of Sooke thanks all applicants for their interest and advises that only those to be interviewed will be contacted.