



General Support Clerk (Auxiliary Pool)

A small town with a big heart – filled with smiling faces.

Sooke embraces our natural assets including local parks, trails, waterways and oceanfronts; we honour the history of the lands of the T'Sou-ke and Sc'ianew (Cheanuh) First Nations within the Coast Salish Territory.

"Where the rainforest meets the sea." 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.

Our team welcomes those who share our values of accountability, compassion, leading by example, respect, and service excellence to apply for this exciting opportunity.

The District of Sooke has an auxiliary employment opportunity to join the auxiliary pool as a General Support Clerk. The auxiliary pool will be called upon to cover reception due to absences, to perform other clerical related duties in another department due to backlog, or when clerical term projects are created.

Reporting to the Deputy Director of Financial Services, the General Support Clerk provides clerical support to the assigned department in providing assistance in support of day-to-day departmental business process needs, including but not limited to filing, mailouts, cash receipting, and data entry.

The General Support Clerk requires excellent customer service skills and the ability to interact courteously and tactfully with the public and co-workers; and the ability to focus on work and complete a variety of tasks in a busy environment with many interruptions and distractions.

This position also serves other departments as needed in providing assistance in support of day-to-day departmental business process needs, including serving as reception at any public facing counter as required.

To be considered for this role, applicants should have the following qualifications:

- A completion of Grade 12 or recognized equivalent, supplemented with post-secondary courses in office or business administration or equivalent.
- A minimum of two (2) years' related experience in a local government environment.
- A satisfactory Police Information Check.

Additional consideration may be given to applicants with the following qualifications:

- Experience with SharePoint Online, Tempest, and Adobe Pro.
- A combination of experience and education.

This is a CUPE Local 374 position. The 2023 rate for the General Support Clerk is \$31.60/hour, plus 15% in lieu of benefits. To view the full job description and to **apply online**, please visit the career page of our website at www.sooke.ca/employment.

Closing date for receipt of applications is 9:00 p.m. on Thursday, March 2, 2023.

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