CASUAL CLERK II - BUILDING AND BYLAW
SOUTH CARIBOO

The Cariboo Regional District invites qualified applicants to apply for the casual on-call position of Clerk II - Building and Bylaw located in 100 Mile House, BC.

Position Summary: Reporting directly to the Chief Building Official, the Clerk II - Building and Bylaw provides coverage and administrative support to Building and Bylaw and Satellite Office Clerks across the Cariboo Regional District. This position performs reception, clerical, cashiering, customer service, and building-permit-related tasks and supports daily front-office operations. The role is responsible for maintaining accurate records, processing payments, assisting with correspondence, and supporting staff and the public through professional communication and service delivery.

Education, Experience and Qualifications Required:

- Completion of Grade 12 or equivalent.
- Post-secondary education certificate in business/office administration or an equivalent combination of education and training that demonstrates the required competencies.
- Minimum of four (4) years' experience in office administration.
- Minimum typing speed of 50 wpm.
- Advanced proficiency in Microsoft 365 applications (Word, Excel, PowerPoint, Outlook, and Teams).
- Experience with customer service, cashiering, and administrative support in a front-office environment is considered an asset.

Wage: This is a BCGEU position. The rate of pay is $29.11 per hour, plus $1.50 in lieu of benefits, 6% vacation pay and 4.8% statutory holiday pay. A standard probationary period based on the aggregate of hours equaling 60 working days does apply.

Work Site Location: The successful candidate will operate out of the Cariboo Regional District South Cariboo Office located at, Unit 3 – 170 Cedar Avenue, 100 Mile House, BC.

Hours of Work: This position will cover the regular Satellite Office Clerks' vacation and sick days and may be required to work one day a week during times of increased workload. To be considered, candidates **must** be available a minimum of 20 hours per week from Monday through Friday 8:00 am to 4:00 pm. Should the successful candidate's availability fall below the minimum requirement, their position will be terminated.

Qualified candidates wishing to apply and looking for a detailed job description, please visit www.cariboord.ca/careers. Applications will be accepted until **4:00 pm, January 3, 2027.** Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. ***When submitting an application via email, please quote Competition #26-30.***

We wish to thank all candidates for their interest; however, only those selected to participate in the interview process will be contacted.

Bernice Crowe, Manager of Human Resources
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www.cariboord.ca/careers

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