

ANIMAL CONTROL BYLAW CLERK (CASUAL)

CHILLIWACK CARE CENTRE

Competition #2023-35



July 28, 2023

The Fraser Valley Regional District, located in Chilliwack, is a local government that delivers over 100 services to residents living in our eight electoral areas and six member municipalities. We are the third most populous regional district in BC, surrounded by mountains, rivers and parks stretching from Abbotsford to Boston Bar.

We are seeking an Animal Control Bylaw Clerk to join our Animal Control Program located in Chilliwack. We are looking for highly motivated, independent and animal-savvy individuals. Under the direction of the Animal Welfare and Regulatory Supervisor, you will work as part of a team and be responsible for providing excellent customer service and reliable administrative and technical support for animal control bylaw enforcement. Duties include tracking a large number of documents and files through various processes, requiring attention to detail while working to deadlines; accepting and processing fees and dog licence applications; completing and maintaining forms, reports and records; and liaising with customers to answer queries and process various documents. You will be required to recognize the need for security of documents and materials and must protect the sensitive nature of Regional District matters.

We offer a supportive, team-based work environment with an emphasis on collaboration. If you love working with the public and animals, have a positive, can-do attitude and a keen sense of humour, you will fit right in. Bring your positive energy, ambition and desire to learn, and we'll take care of the rest.

Required Knowledge, Skills and Abilities:

- » Completion of grade 12 supplemented by Bylaw Compliance, Enforcement and Investigative Skills course (Level 1) as offered by institutions such as the Justice Institute of B. C., supplemented by courses in office practices, along with a minimum of 1-year clerical experience, or an equivalent combination of education and experience
- » Ability to communicate clearly and effectively with excellent customer service and conflict resolution skills
- » Ability to interpret bylaws, policies and procedures and explain them to the public
- » Excellent computer skills, with a high level of proficiency with Microsoft Office, and the ability to acquire a sound knowledge of electronic filing software
- » Ability to organize work processes efficiently, multi-task, prioritize work under pressure, and solve problems effectively
- » Excellent quality of service and a high degree of accuracy in work
- » Ability to acquire a sound knowledge of FVRD animal control bylaws, Provincial statutes and regulations, and local geography
- » Good interpersonal skills, and the ability to maintain effective working relationships
- » Maturity, sound judgement and the ability to handle confidential and sensitive matters with discretion and integrity
- » A valid Driver's Licence

The start rate for this casual union position is \$25.69 per hour plus 16% in lieu of benefits. Upon successful completion of the required 960-hour probationary period, the rate will increase to \$30.22 per hour plus 16% in lieu of benefits or if eligible, participation in the benefits program. This casual position is to relieve or replace employees on an intermittent and temporary basis. You must be available for shifts from Monday through Saturday anytime between 7:00 a.m. and 8:00 p.m.

If you have a passion for public service and want to make a difference in the lives of Fraser Valley residents, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Please quote **Competition #2023-35 and send in confidence by 4:30 p.m. on August 25, 2023** to jobs@fvrld.ca.

*While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.
Review of applications will begin upon receipt.*