

ANIMAL CONTROL BYLAW CLERK

(Up to 3 Positions, Chilliwack CARE Centre)

Competition #2022-02

January 4, 2022



The Fraser Valley Regional District 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, stretching from Abbotsford to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

We are seeking Animal Control Bylaw Clerks 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 positive, supportive, team-based work environment with an emphasis on collaboration. If you love working with the public and with 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.

The ideal candidate must have:

- » 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; and
- » A valid Driver's Licence.

The start rate for this full-time union position is \$25.06 per hour plus a comprehensive benefits package. Upon successful completion of the required six-month probationary period, the rate will increase to \$29.49 per hour.

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. Quote **Competition #2022-02 and send in confidence by 4:30 p.m. on January 26, 2022** to jobs@fvrd.ca.

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