

LEGISLATIVE SERVICES CLERK

***Naturally, Campbell River** – Located on Vancouver Island, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.*

The role: The Legislative Services Clerk provides high-level administrative and technical support of a complex and confidential nature for the varied functions of the Legislative Services Department. The work includes acting as Clerk for various Advisory Committees, supporting and assisting with records management, privacy and freedom of information, corporate agreements, and administrative processing for appointments, bylaws and general election support.

What we offer: The rate of pay for this CUPE bargaining unit position is **\$38.13** per hour, based on a 35-hour work week. We offer a **comprehensive benefits package**, which includes 3 weeks paid vacation, extended health and dental coverage, a defined pension plan, life insurance, and short-term disability coverage. Ask about our **flexible work arrangements** which may include one of the following: compressed work week, earned day off or varied hours. If you are looking for a dynamic working environment where you will be provided opportunities to continue to grow and learn new skills, then this is the right opportunity for you!

Our ideal candidate will have:

- Grade 12 or equivalent
- Two (2) year diploma from a recognized post-secondary institution in business, office or public administration, records management, legal studies or related field;

OR

An assessable equivalent in education, training and experience including a one (1) year certificate in business, office or public administration, records management, legal studies or a related field from a recognized post-secondary institution and additional training in two (2) or more following areas:

- Freedom of Information and Protection of Privacy
 - Records management
 - Parliamentary procedure
 - Legal contracts or agreements
 - Local government administration
 - Business communications
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- Minimum of five (5) years of related, progressive, administrative experience including a minimum of two (2) years' experience acting as a recording secretary to committees, council, boards, or commissions, within the last ten (10) years.
 - Minimum of one (1) years' experience working in a municipal legislative services, corporate services or other legal environment.
 - Experience in meeting management using Robert Rules of Order
 - Experience with electronic agenda management software such as iCompass/Civic Web preferred.
 - Experience with municipal elections preferred.
 - Certificate in Local Government Administration preferred.
 - Certificate in Records and Information Management preferred.
 - Certificate in Information Privacy preferred.

Posting closing date: March 20, 2025

Please apply using the 'Apply Now' link below. Resumes are no longer accepted through the careers email.

When you apply:

You will be asked to upload a cover letter and resume as part of the application process. You may also be asked to answer some screening questions related to the position.

Questions about this position? Email careers@campbellriver.ca



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