

Job Information

Job title	Parks Clerk	Job Code: CLKPK	Pay Grade: E
Title of immediate supervisor	Administrative Supervisor- Parks		
Department/Division	Parks		
Prepared by	N. Pallan		
Date Created	Dec 15, 2014	Revised date	
Dept Head Signature	Originally signed by Doug Henderson	Date	Feb 16, 2015

Job Purpose

Administrative and clerical work involving the use of a variety of software programs including word processing, spreadsheets, databases, tables, and graphics. Requires accurate and efficient handling of a variety of administrative tasks. Interacts with the public when performing duties.

Duties and Responsibilities

- Provides administrative and clerical support for the Parks Division, including interpretation of oral and written instructions, composition of routine office correspondence, letters, memo's, reports, office forms and special projects.
- Sorts, collates, checks, enters and processes a variety of office records such as data processing information, time sheets, delivery slips, invoices and forms in the preparation of statistical reports.
- Answers telephone and counter inquiries with regard to Division policies and programs, provides information to other departments and directs telephone calls to the appropriate staff members.
- Organizes day to day correspondence of the Division in accordance with policies and plans of Council.
- Takes, transcribes and distributes minutes.
- Logs all incoming departmental circulations and directs to the appropriate staff members.
- Assists in the collation and preparation of reports and tabulations.
- Receives sorts and tracks incoming mail and prepares all outgoing mail.
- Submits BC One and underground service checks prior to excavation. Maintains a list of checks and informs Parks Supervisors of the results.
- Uses a computerized database tracking system, receives and processes complaints regarding Saanich Parks, Municipal Trees, playgrounds, vegetation, graffiti and/or hazardous situations in Saanich Parks.
- Obtains information for Tree Protection Bylaw Permits, initiates Tree Protection Bylaw cases using a computer database system, receives fees and surety deposits and maintains records and files. .
- Prepares Parks Permits and Special Event Permits, receives fees and/or insurance payments, issues receipts and prepares cash deposits.
- Prepares invoices and bills for outside agencies, cheque requisitions, receives payments and issue receipts and prepares cash deposits.
- Performs other related duties as required.

Qualifications

- Grade 12 plus additional courses of up to one year in office administration.
- One year of office experience, including experience dealing with the public and using word processing and spreadsheets.
- An equivalent combination of education and experience may be considered.
- Keyboarding speed of 45 wpm.
- Possession of a valid B.C. Class 5 Driver's License.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment and interacts with the general public.