



## CITY OF COLWOOD JOB POSTING

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**POSTING ID #:** COC20181029

**POSITION TITLE:** FRONT COUNTER SUPPORT CLERK

**DEPARTMENT:** FINANCE

**POSITION TYPE:** FULL TIME REGULAR, UNION POSITION

**POSTING TYPE:** INTERNAL/EXTERNAL

**SALARY:** Pay Grade #3 \$28.17/hr (2018 rate)

**HOURS OF WORK:** 35 hours per week, Monday – Friday between the hours of 8am – 5pm

**BENEFITS:** A comprehensive benefits plan as per the terms of the Collective Agreement.

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The City of Colwood has an opportunity for a FRONT COUNTER SUPPORT CLERK. This is a UNION position with CUPE, local 374.

### **NATURE AND SCOPE OF WORK**

Reporting to the Deputy Director of Finance, and under the supervision of the Senior Accountant, the Front Counter Support Clerk will provide exceptional support services to City stakeholders and residents, as well as internal staff. The primary responsibility of this position is providing front counter support services in the reception area of City Hall, including: greeting the public; responding to in person, telephone, or written inquiries from the public; managing the main switchboard; cashier duties and cash reconciliation; processing property tax forms and payments, including home owner grants and deferment applications; processing building permit applications and payments; filing, scanning and other administrative duties as required; and working collaboratively as part of a team striving to provide exceptional support to all departments.

***A complete job description is available at [www.colwood.ca/careers](http://www.colwood.ca/careers)***

### **POSITION REQUIREMENTS:**

1. Completion of Grade 12, or equivalent.
  2. Minimum one year of directly related experience in an office environment (preferably a municipal government office).
  3. Cashiering experience and the ability to balance cash.
  4. Financial accounting education and/or training an asset.
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Using the subject line **POSTING ID# COC20181029**, please submit your resume and cover letter, in confidence, to **Kerry Hall, Senior Accountant**, at [careers@colwood.ca](mailto:careers@colwood.ca).

Applications will be accepted until 4:30pm on Thursday, November 8, 2018.