



City Hall Front Office Clerk (Regular Full-Time)

The City of Duncan is seeking a well-organized, highly motivated, energetic, and proactive individual to provide administrative support in a busy, public-facing environment.

Among other things the successful candidate will: respond to in-person and telephone inquiries; provide information, forms and applications to customers; format, proofread, enter and retrieve information using word-processing, spreadsheet, and database applications; handle incoming mail; and other general office tasks as required.

The successful candidate will:

- Have a minimum 3 years of clerical, administrative, or accounting experience in a public facing position, preferably in a local government environment
- Have a post-secondary business, accounting, or administration certificate or an equivalent combination of education and experience
- Be polite, tactful, and courteous in dealing with the public
- Be thorough, conscientious, and attentive to detail to ensure quality of work
- Be able to establish and maintain effective working relationships with other staff members
- Be proficient in current computer applications such as word processing software, spreadsheet software, database and operating systems
- Be able to maintain office equipment (such as photocopiers, telephones, and printers) to minimize down time and ensure efficient usage
- Have excellent organizational skills and the ability to manage multiple priorities
- Experience with Vadim, accounting, and/or other office duties would be an asset.

This is a CUPE union position of 35 hours weekly with an hourly rate of \$ \$33.08/hr (2025 rate), plus benefits as per the CUPE contract. This position reports to the Finance Office Manager.

A resume indicating all qualifications and experience and a cover letter addressing how your qualifications and experience fit the position will be accepted until **9:00 a.m. on Monday, June 2, 2025**, to hr@duncan.ca, attention to Human Resources. Shortlisted candidates may be required to complete standardized tests or exercises to demonstrate their applicable skills and knowledge.

The City of Duncan is committed to being an accessible employer and to the principles of diversity, equity, and inclusion. We aim to remove barriers in the workplace and work with our employees to provide reasonable accommodation where required. If you require accommodation in applying for a posted position, please contact Human Resources at 250-746-6126 or hr@duncan.ca.