



**DISTRICT OF PEACHLAND**  
**Job Posting for Temporary Administrative Clerk – Planning & Development**

The District of Peachland is accepting applications for a Temporary Administrative Clerk reporting to the Director of Planning & Development. This position performs a variety of administrative functions for the District.

**Key Job Duties**

- Building Permit processing and maintaining que of applications
- Review application submissions for completeness
- Data entry, maintenance of files and records management for the Department
- Assisting with day to day administrative duties
- Logging, responding to and, researching public inquiries regarding a number of planning matters
- Research and assist in planning and development services related projects as assigned.

**Hours of Work**

This temporary position terminates September 30, 2021.

The normal work day shall consist of a scheduled period of up to seven (7) consecutive hours of work and the normal work week shall consist of up to five consecutive days, followed by two consecutive days off. The shift for this position is Monday – Friday.

This is a CUPE Local 608 position with a pay rate of \$28.76 per hour with 15% paid in lieu of benefits.

**Qualifications**

- High School Graduation

Preferred candidate will have:

- Administrative Certificate
- Experience working with Planning and Development files

Please submit application indicating “Temporary Clerk” by 4:00 p.m. August 11, 2021 to:

Jennifer Sawatzky, Director of Corporate Services  
5806 Beach Avenue  
Peachland, B.C. V0H 1X7 or  
Email: [careers@peachland.ca](mailto:careers@peachland.ca)