



District of Peachland Job Posting **Clerical Relief (Casual Employee)**

The District of Peachland invites applications from individuals interested in participating in a Clerical Relief Roster:

Clerk Typist (Casual Employee)

The purpose for the Clerical Relief Roster is to provide for temporary on call clerical staffing for interim periods when regular clerical staff members are absent. These positions will be considered Casual Employees as per the Collective Agreement between the District of Peachland and the Canadian Union of Public Employees, Local 608.

Required Skills:

- aptitude for administration/clerical functions
- strong customer service skills
- flexibility to move around to various clerical front counter positions
- knowledge of office procedures and equipment
- basic knowledge of Microsoft Office
- ability to exercise courtesy and diplomacy in supplying routine information in person and by telephone to members of the public and co-workers
- ability to execute oral and written instructions
- ability to communicate effectively orally and in writing

Training and Experience:

High School Graduation;
Previous clerical experience; and
Basic finance/cashier experience is preferred

Rate of Pay:

\$26.52 per hour plus 15% in lieu of benefits as per CUPE Local 608 Collective Agreement

Please submit resume with cover letter by 4 pm, November 15th, 2007 to:

Polly Palmer
District of Peachland
5806 Beach Avenue
Peachland, B.C. V0H 1X7
e-mail: careers@peachland.ca
Fax: 250-767-3433

We thank applicants for their interest in this position; however only those applicants selected for an interview will be contacted.