



Employment Opportunity District of Peachland Clerk Typist - Casual

The District of Peachland is a vibrant and growing community of approximately 6,400 residents, located on the shores of the Okanagan Lake in the scenic Okanagan Valley in British Columbia.

We are currently seeking a **Casual Clerk Typist** who is a highly motivated and energetic individual to join our team.

The Casual Clerk Typist will be part of the Clerical Relief Roster and will 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.

THE SUCCESSFUL CANDIDATE WILL POSSESS THE FOLLOWING COMPETENCIES:

- 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.

KEY QUALIFICATIONS:

- High School Graduation
- Preference will be given to candidates with related post-secondary training and/or previous clerical experience.
- Basic finance/cashier experience is also preferred.

The rate of pay for this position is \$33.34/hour plus 15% in lieu of benefits as per CUPE Local 608 Collective Agreement.

The closing date for this position is June 30, 2026 by 4:00p.m. Applications for the available position must be received prior to the indicated closing date and time.

Please submit your resume with cover letter to:

Human Resources

District of Peachland

5806 Beach Avenue

Peachland, B.C. V0H 1X7

e-mail: careers@peachland.ca



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