



Competition #2025-08 Clerk I (Full Time)

The District of Hope is a local government organization located at the eastern end of the scenic Fraser Valley, a growing community known for its breathtaking natural surroundings, rich history, and strong community values. Nestled between the mountains and rivers, the District of Hope offers an outstanding quality of life with unparalleled access to outdoor recreation, while still being within driving distance of major urban centers.

At the District of Hope, we are committed to creating a vibrant, sustainable, and inclusive community where residents and employees thrive. Our mission is to serve the public with integrity, transparency, and a focus on the well-being of all.

We are seeking a motivated, enthusiastic and detail-oriented individual to join our team in the position of Clerk I full-time. This is a great opportunity to begin to grow your career in local government with a supportive community-focused organization. Reporting to the Director of Finance, the successful candidate will manage switchboard and front counter traffic in a calm and courteous manner; provide assistance and information on behalf of the various departments; daily collection and processing of the District's letter mail, parcels and general email inbox; general data input; create a variety of correspondence; assist with the coordination of special events and filming; assist with Cemetery services, keeping and updating a log of complaints with regular follow up.

The ideal candidate will possess:

- Grade 12 education, augmented with typing and commercial courses or an acceptable combination of education and experience;
- Good knowledge of business English, spelling, grammar, punctuation and able to compose routine correspondence;
- Able to operate a switchboard in a calm and efficient manner;
- Working knowledge of modern office practices, procedures and general bookkeeping principles;
- Good knowledge of word processing, spreadsheets, databases and finance software;
- Able to establish and maintain effective working relationships with other members of staff and public officials;
- Able to work in a fast-paced environment, while maintaining a positive demeanour;
- Must have a valid Drivers License.

The wage rate for this union position is \$33.38 per hour with a comprehensive benefits package including Municipal Pension plan.

If you have a passion for public service and want to make a difference in the lives of Hope residents, we want to hear from you. Please submit your resume, in confidence directly to Ineke Padgett, Human Resources Advisor by **4:00 p.m. on October 6, 2025**, via one of the following methods: **EMAIL:** hr@hope.ca **Fax:** 604-869-2275 **In Person:** 325 Wallace Street, Hope, BC, **Mail:** District of Hope c/o HR Personnel, PO Box 609, Hope, BC V0X 1L0.

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.