

WE ARE NOW ACCEPTING APPLICATIONS FOR:

## **Permit Clerk**

### **Administrative Level 5**

The Permit Clerk is responsible for communicating the requirements and processes that each permit and application type requires. This position provides exceptional customer service while adhering to the regulatory requirements of legislation, by-laws, and policies administered by the Division. The Permit Clerk performs a variety of administrative, financial and clerical duties in support of the Development Services Division including handling public inquiries and concerns.

#### **MANDATORY EDUCATION AND EXPERIENCE**

- Grade 12, GED, or Mature High School Diploma;
- Post-secondary certification in office or business administration;
- Minimum three (3) years' experience in a computerized office environment in an administrative position to demonstrate competence in related tasks;
- Proficient use of computer equipment, Microsoft Office Suite and skilled in fundamental computer operations.
- Completion of CityView modules (Desktop – All modules, Product Guides – CityView Mobile, CityView Portal, Cashiering and Webinars via LMS – Learning Management System) within two (2) years of appointment. Required for Level 5 compensation.

#### **PREFERRED EDUCATION AND EXPERIENCE**

- Previous experience in the accounting or legal field.

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#### **Competition # 220005**

Please apply with a cover letter and resume on-line at: <http://jobbank.brandon.ca/>

This opportunity is open to all applicants; however, first consideration will be given to current City of Brandon CUPE employees.

**Posted on:** January 10, 2022

The selection process for this competition will include testing and an interview.

Applications will be accepted until **11:59 p.m. on January 24, 2022.**

The City of Brandon reserves the right to underfill this position.

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#### **Rate of Pay:**

\$26.28 – 27.36 per hour - 2022 rates.

**Position Conditions:** This is a full-time, permanent position of 36.25 hours per week. It will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

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**For complete position details and requirements see the Job Description on the City of Brandon website.**

*The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.*

***Serving and Building Community.***