

EMPLOYMENT OPPORTUNITY

Administrative Assistant, Legislative Services

Temporary Full-Time | External
Legislative Services
Competition No.: 2024-2085



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Keyboarding, word processing, switchboard, and basic office equipment experience.
- Typing speed of 60 w.p.m.
- Proficient in word processing, spreadsheet, and database computer applications.
- Strong communication skills with the ability to deal tactfully with the public.

APPLICATION DETAILS

To apply for this position, email your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2024-2085 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 p.m., on November 28, 2024**

Date Posted: November 21, 2024

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a temporary full-time Administrative Assistant working with the Legislative Services team.

The Administrative Assistant will report to the Legislative and FOIPP Coordinator and contributes to the effective operation of the department through the efficient and accurate handling of office and clerical duties and the effective delivery of information to the public. Primary responsibilities for this position include providing support to Administrative Associates in the department with Board meeting preparation and administration including room bookings and organizing catering. This position also provides relief reception coverage.

QUALIFICATIONS

Qualifications for this position include a high school diploma supplemented with post-secondary education in office procedures with clerical and computer training, plus one (1) to three (3) years prior job-related experience or an equivalent combination of training and experience.

POSITION DETAILS

This is a temporary full-time Union position starting as soon as possible until April 18, 2025, with the possibility of ending early or extension based on the operational needs of the department. The (2024) rate of pay is \$32.94 to \$34.67 per hour, plus 12.4% in lieu of benefits including vacation and statutory holidays, or the uninterrupted continuation of their benefits package as provided for in the Collective Agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

Administrative Assistant Corporate and Transportation Services Pay Band 7

Job Summary

The Administrative Assistant contributes to the effective operation of the Legislative Services department through the efficient and accurate handling of office and clerical duties and the effective delivery of information to the public. This position supports the department by assisting team members in their duties, as required, to meet service expectations, departmental goals, and objectives.

Primary Duties and Responsibilities

- Types reports, memos and letters for departmental staff.
 - Sorts and distributes incoming mail, stamps and posts outgoing mail.
 - Provides telephone and counter reception and directs inquiries to the appropriate staff or department.
 - Assists in the development and maintenance of a Records Management system.
 - Photocopies and files various materials and documentation.
 - Orders office supplies for the department.
 - Maintains and updates reference books for department.
 - Maintains, organizes and codes departmental invoices for signature.
 - Prepares agendas and minutes as required.
 - Knowledge of planning department and building inspection/bylaw enforcement department related duties including:
 - Registration of covenants and notices on title (s. 700 filings) with the Land Title Office
 - Registering notice of permits with the Land Title Office
 - BC Assessment/BC On-Line title searches
 - Interpretation of maps and legal descriptions
 - Identifying zoning, ALR, floodplain bylaw and land use designations
 - Bylaw administration, including notification and bylaw enforcement procedures
 - General understanding of construction materials and procedures to enable scheduling of inspections
 - Knowledge of the Transportation Department related duties including:
 - Transactions with BC Transit
 - Disbursement & accountability of tickets and passes
 - In an emergency situation that requires the activation of the Regional District's Emergency Operations Centre (EOC), may be called upon with other RDN employees and assigned a role and/or tasks to support the EOC. Courses and/or workshops may be offered by the RDN to support this role.
 - Performs other related duties as required.
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Job Qualifications

Education/Experience

- High School Diploma.
- Post-secondary education in office procedures with clerical and computer training.
- 1 - 3 years prior job-related experience.
- An equivalent combination of training and experience may be considered.

Job Description

Skills/Abilities

- Keyboarding, word processing, fiche reading, switchboard and basic office equipment experience.
- Typing speed of 60 w.p.m.
- Proficient in word processing, spreadsheet, and data base computer applications.
- Strong communication skills with the ability to deal tactfully with the public.

Reporting Relationship

Reports to: Legislative Services and FOIPP Coordinator