



TEMPORARY FULL-TIME PROPERTY CLERK

(Competition 23-124)

Position Overview

The City of Nanaimo is seeking a temporary full-time Property Clerk. Under the supervision of the Assistant Manager, Revenue Services, the incumbent reviews and processes changes to the property and land management records and database systems; files and cancels liens on manufactured homes; assists in processing changes to the taxation records; assists other staff and assists the general public by telephone and in person.

Qualifications

Applicants must have completion of first level accounting/finance courses at a recognized College or University (equivalent to ACCT 100 (Financial Accounting I) and ACCT 201 (Financial Accounting II) and FNCE 130 (Intro to Finance), as well as a minimum of 2 years' related experience in a variety of municipal accounting practices, including experience with account reconciliations.

Additional Information

This is a unionized position. \$35.36 - \$37.22 per hour (Jan 2023 Rate), based on a 35 hour work week. It is anticipated that this vacancy will be six months in duration. The wage level for this position is subject to confirmation under a union/management jointly negotiated job evaluation plan.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 23-124 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. Only those legally entitled to work in Canada will be considered.

Discover What's Possible

The City of Nanaimo is a growing, livable urban centre that still maintains its historic charm. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Metro Vancouver, and a 90 minute drive from Victoria. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

Posting Date

Friday, December 1, 2023

Application Deadline

Friday, December 15, 2023
4:30 p.m.

Contact Information

Human Resources
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2nd Floor, 455 Wallace Street
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