



**EXEMPT CLERICAL SUPPORT**  
Casual  
External Posting No. 2026-34

Department:	Various
Posting Date:	May 01, 2026
Closing Date:	May 17, 2026
2026 Hourly Rate:	\$42.21 after probation
Hours of Work:	Casual, On-Call
Competition No.:	2026-34

The City of Dawson Creek invites applications for a casual Exempt Clerical Support to provide support to corporate service functions including Payroll, Human Resources, Health & Safety, and Corporate Administration. This role requires a high degree of accuracy, discretion, and professionalism when working with confidential and sensitive information. This role supports vacation relief, peak workload periods, and special project work. Work is scheduled on an as needed basis and requires flexibility and the ability to adapt to a variety of clerical functions and work environments.

**Requirements:**

- Completion of Grade 12 education and completion of an Applied Business Technology diploma, or equivalent related experience.
- Proficient with computer usage, particularly the Microsoft Office suite including Word, Excel, Powerpoint, and Publisher, along with Adobe Acrobat proficiency.
- Have accurate keyboard/typing skills of 60 WPM or a demonstrated ability to perform necessary data entry and word processing functions to an equivalent level.
- Excellent Communication skills both written and verbal.
- Apply judgment when dealing with regulations, policies, procedures, and operational guidelines.
- Compliance with a Criminal Record Search with a Vulnerable Sector.

**What You'll Do:**

- Maintains courteous and positive public relations with customers including residents of the community, representatives of organizations and other staff by delivering quality customer service.
- Provide clerical support for all city facilities matters relating to training, contractors, tender documents, customer complaints and scheduling.
- Entering, transcribing, recording, storing, or maintaining information in written or electronic form.
- Using computer systems (including hardware and software) to program, set up functions, enter data, or process information.
- Maintains tracking mechanism to include spreadsheets, merging reports. etc as required.

The ideal candidate possesses the capacity to perform all duties in a safe manner while fostering positive relationships with both the public and fellow staff. Please include copies of any relevant certification with your application.

Candidates should submit a résumé by emailing a word document or pdf to [resumes@dawsoncreek.ca](mailto:resumes@dawsoncreek.ca), **with the job posting name and number in the subject line, no later than 11:59 pm on the closing date referenced above.** The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

*The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.*