

Career Opportunity



Enhance your lifestyle and your career . . . Join us now as:

Legislative Assistant – Temporary Competition No: 01-04/12

At the City of Kamloops we're focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates the employees who make it all happen. We offer many advantages including ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.

Kamloops is Canada's Tournament Capital, a family and business-friendly community committed to providing great customer service, enhancing community partnerships, and supporting economic growth. Our 700 employees provide customer services and programs to a local and regional population of 125,000 people. Kamloops provides abundant recreational possibilities for residents and visitors alike, as well as education and culture opportunities and activities.

The Legislative Assistant performs specialized skilled secretarial and clerical work of a complex nature under the limited supervision of the Corporate Officer or Deputy Corporate Officer. Work involves recording and preparing Council Committee minutes, preparing correspondence arising out of Council decisions; preparing and distributing Council meeting agendas and information packages; coordinating administrative details; preparing, checking, and processing for approval of all Local Area Service and Business Improvement petitions, forms, and index systems for a wide variety of Council information and legal documents; and preparing and posting public notices under statutory regulations. The job also requires a very high degree of visual and mental concentration and is subject to frequent pressures from volumes of work and strict adherence to deadlines.

This is a temporary position until approximately June 2012.

The successful applicant will have:

- Completion of senior secondary school or its equivalent.
- Completion of a Certificate in Local Government Administration and minimum two years administrative assistant experience in a local government environment, including experience in transcribing minutes OR completion of a two year diploma in legal or business and minimum two years experience in a legal or office environment, including experience in transcribing minutes.
- Completion of post-secondary computer courses in introductory word processing and spreadsheet applications in a Windows environment.
- Strong skills in recording meeting minutes as demonstrated through testing.

This unionized position pays \$30.42 per hour, and includes a comprehensive benefits package.

The City of Kamloops is committed to ensuring a safe and healthy community and to the prevention of violence against children. **All new employees will be required to obtain a police records check.**

Please send your application by Thursday, February 16, quoting Competition No. 01-04/12 to:

Human Resources Department
City of Kamloops
105 Seymour Street
Kamloops BC V2C 2C6
Fax: 250-828-3635
Email: HR@kamloops.ca

For detailed information on this position and for more information on our community, please refer to our website at www.kamloops.ca/jobs. The City of Kamloops thanks all applicants for their interest in applying for this position; however, only those selected for an interview will be contacted.

Kamloops boasts excellent sporting and recreational facilities, with four distinct seasons offering the perfect pursuit for active lifestyles and outdoor enthusiasts, be it on water, land or snow - with plenty of sunshine throughout the year. Enjoy professional theatre and symphony productions as well as art shows and cultural events at a variety of venues. And we're only a three hour drive from the Vancouver area!



105 Seymour Street | Kamloops BC V2C 2C6 | P. 250-828-3439 | F. 250-828-3635 | www.kamloops.ca

CITY OF KAMLOOPS

JOB TITLE: Legislative Assistant

PAY GRADE: 11

NATURE AND SCOPE OF WORK

Performs specialized skilled secretarial and clerical work of a complex nature under the limited supervision of the Corporate Officer or Deputy Corporate Officer. Work involves recording and preparing Council Committee minutes; In-Camera and Regular Council Meeting minutes; preparing correspondence arising out of Council decisions; preparing and distributing Council meeting agendas and information packages; coordinating administrative details; preparing, checking, and processing for approval of all Local Area Service and Business Improvement petitions, forms, and index systems for a wide variety of Council information and legal documents; and preparing and posting public notices under statutory regulations. Occasional direction is given to one or more clerical staff assigned to assist in the work. The job involves inside work and very good working conditions. The job also requires a very high degree of visual and mental concentration and is subject to frequent pressures from volumes of work and strict adherence to deadlines. The incumbent is accountable for the care, accuracy, and attention to detail and prompt action to ensure satisfactory provision of service, information, and assistance; work is reviewed but errors are not easily identified or corrected. Relationships require considerable courtesy, tact, and diplomacy and involve the interpretation of maps, regulations, by-laws, council policy, and statutes. Contacts are frequently of a confidential or sensitive nature.

ILLUSTRATIVE EXAMPLES OF WORK

1. Attends Council meetings and takes, edits, transcribes, and prepares draft Minutes for approval; circulates minutes to Council members and other departments; and writes and prepares follow-up correspondence.
2. Prepares Regular and In-Camera Council Meeting agendas in draft form for approval, ensuring that necessary reference material is accumulated, compiled, and/or duplicated prior to Council meetings; and distributes agenda and attachments.
3. Contacts members of Council and makes certain arrangements with them as necessary in preparation for Council meetings.
4. Assists the Corporate Officer and Deputy Corporate Officer in a secretarial capacity, relieving them of routine administrative details.
5. Establishes and maintains coding, filing, storage, retrieval, and cross-reference index systems for correspondence, by-laws, minutes, reports, petitions, deeds, restrictive covenants, agreements, contracts, and other corporate documents.
6. Oversees the clerical and routine administrative functions of the Corporate Officer's office, adjusting procedures where necessary and giving directions to one or more clerical staff assisting with the work, including acting as liaison with Document Services staff.

ILLUSTRATIVE EXAMPLES OF WORK (Continued)

7. Receives, checks, and refers to the Corporate Officer for Council presentation petitions for initiation of Local Area Service Projects from property owners; researches, assembles, and calculates according to statutory requirement and property levies; prepares forms of petition; advises property owners of petition and appeals procedures and requirements.
8. Prepares Notices of Intention for Local Area Service and Business Improvement levies; determines properties liable to be specially charged; assembles all legal descriptions and property assessment information; calculates cost splits according to statutory and by-law requirements; consults legal maps; determines actual and taxable frontage of benefiting work; determines type of payment plan and annual or commuted charge applicable to each parcel; determines exemptions from taxation; determines sufficiency of petitions for or against initiated projects; diary dates closing dates; ensures for processing and follow-up action after approvals and maintains liaison with the Finance Division in related matters.
9. Assists the Corporate Officer and Deputy Corporate Officer with respect to various statutory requirements relating to the processing of by-laws including advertising and serving of notices.
10. Assists the Corporate Officer and Chief Elections Officer in tasks related to elections and electoral matters.
11. Provides a wide variety of information and assistance to various internal and external contacts; researches records, minutes, agreements, correspondence, and documents as required.
12. Attends committee meetings to take and transcribe meeting minutes.
13. Keeps abreast of changes in provincial legislation and advises other affected departments accordingly.
14. Drafts a variety of by-laws and amendments to by-laws for approval by the Deputy Corporate Officer.
15. Performs related duties as required.

REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE

1. Thorough knowledge of modern office practices and procedures with particular reference to secretarial, administrative assistance, and record keeping functions.
2. Thorough knowledge of business English, spelling, and punctuation.
3. Ability to maintain concentration during long Council Meetings and then able to create a record of only the relevant points.
4. Ability to work independently, multi-task and meet strict deadlines.
5. Ability to take and transcribe dictation of a technical nature with high accuracy and considerable speed.
6. Ability to understand and interpret oral and written instructions.
7. Ability to assign and direct the work of one or more employees engaged in a variety of stenographic and clerical duties as required.
8. Ability to compose detailed and complex correspondence.
9. Ability to work effectively with elected officials, staff, the public and external agencies.

10. Ability to successfully meet and effectively deal tactfully and diplomatically with the public in interpreting and explaining departmental rules and regulations and giving information regarding Council proceedings.
11. Ability to operate a range of standard office equipment such as, but not limited to, computers, transcription machines and other forms of recording equipment.

PREFERRED TRAINING, KNOWLEDGE, MEMBERSHIPS, ETC.

1. Thorough knowledge of the *Local Government Act* and Community Charter, particularly as it relates to municipal by-laws, policies, and regulations.

REQUIRED LICENCES, CERTIFICATES, ETC.

1. Completion of senior secondary school or its equivalent.
2. Completion of a Certificate in Local Government Administration and minimum two years administrative assistant experience in a local government environment, including experience in transcribing minutes **OR** completion of a two year diploma in legal or business and minimum two years experience in legal or office environment, including experience in transcribing minutes.
3. Completion of post-secondary computer courses in introductory word processing and spreadsheet applications in a Windows environment.
4. Strong skills in recording meeting minutes as demonstrated through testing.

HOURS OF WORK

Normal day shift, with frequent overtime required.