



## **DISTRICT OF HUDSON'S HOPE EMPLOYMENT OPPORTUNITY**

### **DEPUTY CLERK (Full-Time Permanent Position)**

#### **General posting pursuant to Article 12.1 of the Collective Agreement**

The District of Hudson's Hope invites applications from qualified persons for the Full-Time, Permanent position of Deputy Clerk. Reporting to the Administrator, the Deputy Clerk is responsible for performing a variety of professional administrative duties including preparing a variety of documents, handling enquiries and complaints, researching projects and interpreting bylaws and policies. Other responsibilities include the coordination and processing of development notifications, legal actions, certifying legal documents, and taking affidavits and oaths. Also included are the coordination of agendas and minute preparations for Council and other committee meetings, as well as other work of a complex and often confidential nature. The incumbent works under minimal supervision, so independent judgment, exceptional organizational skills and the ability to work under pressure is required along with sound knowledge of office procedures. Preference will be given to applicants with local government work experience. A complete description should be requested or picked up at the District Office prior to submitting an application.

This position is included in the Collective Agreement, which is currently under review; accordingly, the successful candidate will be required to become a member of the BC Government & Service Employees' Union. The established rate of pay (2009 rates) for this position is \$26.42 per hour (\$23.78/hr. during the 90-day probationary period).

**Applications with a detailed résumé of relevant work experience, education and qualifications will be received at the Municipal Office between Monday, August 9, 2010 at 8:30 am and Monday, August 23<sup>rd</sup>, 2010 at 4:00 pm. If any clarification or other details are required, please contact the undersigned.**

**Please note that any previously submitted applications must be resubmitted for this Full Time Permanent posting between the dates above.**

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