



District of Clearwater Motor Vehicles/ICBC Clerk II – Casual on Call

Applicants are invited to apply for a casual on call position for MV/ICBC Clerk II with the District of Clearwater. The position will provide sick and vacation coverage for Insurance Corporation of British Columbia (ICBC) and Motor Vehicle Branch (MVB). The incumbent may also perform clerical duties under the general supervision of the Director of Finance. This position is open to both male and female applicants.

A sound knowledge of ICBC and MVB procedures and regulations is required. The work is performed under minimal supervision, so independent judgment and action is exercised by the ICBC Agent in matters which are within the framework of established procedures. Accuracy, organizational skills and conformance with established procedures is a must.

The following qualification is required - Certification for Autoplan Essentials (ICBC).

The candidate must also possess:

1. Complete knowledge ICBC/Motor Vehicle policies and procedures.
2. Accurate keyboarding skills for data entry.
3. Demonstrated skills in stress management, time management, decision making and professional verbal and written communications skills.
4. Demonstrated ability to understand and interpret oral and written instructions.
5. Good organization skills to handle multitasking demands to work in a faced paced office environment.
6. Demonstrated ability to communicate effectively with all stakeholders.
7. Proficiency in the use of Microsoft Office Suite (Word, Excel, Outlook).

Completion of post-secondary computer courses in Microsoft Office Suite - word processing and spreadsheet applications in a Windows environment is a definite asset.

Salary: \$23.78 per hour (MV/ICBC Clerk II)
Hours of Work: varies – depending on sick and vacation leave
Shift: Monday to Friday 8:30 am – 4:30 pm, 1-hour lunch
Start Date: ASAP

The position is subject to the provisions of the Canadian Union of Public Employees (Local 900) Collective Agreement.

Written applications marked “**Confidential**” will be accepted by the undersigned until **Noon on Friday, November 23rd, 2018**. Please provide a cover letter and resume outlining qualifications and experience. Only those shortlisted will be contacted.

Leslie Groulx,
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