



**SECRETARY I – OCCUPATIONAL HEALTH & SAFETY /  
PAYROLL CLERK  
(Temporary)  
Subject to the return of the incumbent**

**Competition #:** 114-COV-22  
**Closing Date:** Internal applicants – July 14, 2022  
External applicants – July 21, 2022  
**Rate of Pay:** \$29.84 per hour (as per CUPE, Local 626, Vernon Civic Employees  
Collective Agreement)  
**Band:** 4 – Schedule A (as per CUPE, Local 626, Vernon Civic Employees  
Collective Agreement)  
**Days/Hours:** Monday to Friday / 35 hours per week

**SECRETARY I – OCCUPATIONAL HEALTH & SAFETY**

Reporting to the Manager, Occupational Health and Safety, this position performs a variety of secretarial, clerical, and reception services.

**Duties:**

- Provides administrative support services including but not limited to, filing, date stamping, distributing mail, copying, binding reports, booking meetings, typing a variety of documents, maintaining department files, preparing and distributing meeting agenda, notices and minutes.
- Acts as receptionist, answering telephone, public inquiries and complaints of a routine nature as required.
- Coordinates corporate safety training, develops and maintains safety training records and related certification(s).
- Processes approved payments and distributes costs to appropriate GL accounts.
- Reviews forms for completeness and follows up with the appropriate supervisor.
- Develops and maintains a database for hearing testing, Hepatitis B, Influenza and related program participation.
- Purchases general office supplies and equipment.
- Makes travel arrangements as required.
- Performs other related duties, as assigned.

- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

**Required Education and Experience:**

- Successful completion of an office administration or secretarial certificate program.
- Minimum 1 year related administrative experience.
- A combination of related education and experience may be considered.

**Required Knowledge, Skills and Abilities:**

- Able to type 55 correct words per minute.
- Able to prepare meeting minutes with satisfactory speed and accuracy.
- Able to exercise courtesy, tact, diplomacy and some persuasion in the exchange of non-routine information with other City employees, and the employees of private companies and members of the general public.
- Able to make effective use of computer related software, general office equipment.
- Thorough knowledge of business English, punctuation and grammar.
- Working knowledge of office procedures, functional terminology and departmental regulations.
- Able to communicate effectively orally and in writing.
- Able to establish proficiency in MS Excel, Word (including mail merges) and PowerPoint.

**PAYROLL CLERK**

Reporting to the Payroll and Benefits Coordinator, Human Resources, this position is responsible for assisting with the timely and accurate production of the City's payroll and benefits administration.

**Duties include:**

- Enters timesheets into the payroll system and ensures batch is balanced.
- Calculates bi-weekly payroll and prints reports for reconciliation.
- Prepares and balances audit trails and corrects information as required by the Payroll and Benefits Coordinator for approval.
- Enters and maintains payroll records.
- Inputs all changes in wages and hourly rates.
- Enters annual vacation entitlement for all employees, in accordance with union or individual contracts.
- Inputs holiday pay and fringe benefit allowance for part-time, relief and temporary employees.
- Enters taxable benefits and LTD premiums for employees.
- Initiates payments of Income Tax, CPP, EI, Union Dues and MPP.
- Provides support to the Director, Human Resources regarding various personnel matters relating to pay and other employee entitlements and benefits including sick, vacation and banked time queries.

- Performs other related duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

**Required Education and Experience:**

- Enrolment or coursework in the Canadian Payroll Compliance Practitioner program.
- Minimum 6 months experience with a computerized accounting/payroll system, including bi-weekly payroll calculation.
- A combination of related education and experience may be considered.

**Required Knowledge, Skills and Abilities:**

- Working knowledge of payroll procedures, government requirements and fringe benefits.
- Working knowledge and skill in using computer programs and other office equipment, with particular proficiency with Excel.
- Detail oriented with the ability to organize time and workspace effectively producing neat and accurate results.
- Ability to accurately data enter 110 keystrokes per minute.
- Ability to exercise courtesy, tact and diplomacy in communicating effectively with City employees.
- Able to work closely with other team members.

**Preferred Knowledge, Skills and Abilities:**

- Enrolment in or successful completion of the Canadian Payroll Compliance Practitioner certificate program.

**Conditions of Employment:**

- As a fundamental term and condition of employment with the City of Vernon, candidates will be required to provide proof of full vaccination against COVID-19.

**TO APPLY:**

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at [www.vernon.ca](http://www.vernon.ca) (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

Internal applicants are asked to complete the on-line *Application for Internal Posting* form located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!