



General Support Clerk (3 positions)

**1 Full Time Permanent, 1 One Year Temporary,
1 Auxiliary (as and when)**

A small town with a big heart – filled with smiling faces.

Sooke is a welcoming and vibrant community that embraces its natural beauty, including stunning parks, trails, waterways, and oceanfront. We proudly honour the traditional lands of the T'Sou-ke and Sc'ianew (Cheanuh) First Nations, located within the Coast Salish Territory.

Characterized by warm, dry summers and mild winters, Sooke is a year-round haven for outdoor enthusiasts who enjoy hiking, biking, kayaking, sailing, and more.

*Our team welcomes those who share our values of **accountability, compassion, leading by example, respect, and service excellence** to apply for this exciting opportunity.*

The District of Sooke is seeking a dedicated **General Support Clerk** to join our team on a permanent, full-time basis. Reporting to the Deputy Director of Financial Services, the General Support Clerk provides clerical and administrative support to the assigned department and as needed, to other departments across the organization.

This role plays an essential part in day-to-day operations, including but not limited to:

- Reception and front counter coverage
- Filing and records management
- Preparing, recording, and distributing mailouts
- Cash receipting, and cash management
- Administrative duties such as scheduling, and recording secretariat duties
- Supply orders
- Data entry and database maintenance

Key qualifications:

- Completion of Grade 12 or recognized equivalent, supplemented by post-secondary coursework in office or business administration (or equivalent).
- Minimum of two (2) years of related experience, preferably in a local government setting.
- Excellent customer service and communication skills, with the ability to interact courteously and professionally with the public and coworkers.
- Proven ability to multitask and remain focused in a busy, interrupt-driven environment.
- Ability to pass a satisfactory Police Information Check.
- A combination of education and experience may be considered.

This is a **CUPE Local 374** position. The **2025 wage rate is \$35.05 per hour**, plus a comprehensive benefits package.

To view the full job description and to **apply online**, please visit the career page of our website at www.sooke.ca/employment.

Application Deadline is 11:59 p.m., Sunday, December 21, 2025.

We thank all applicants for their interest; however, only those selected to progress will be contacted.