
Position Vacancy: Applications Assistant

Great City, Great Work, Great Future!

DEPARTMENT:	Fire & Rescue Services	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE
HOURS OF WORK:	35 hours per week*	SALARY:	\$25.95 to \$30.54 per hour

Working in Fire & Rescue Services, you will perform specialized clerical work requiring considerable knowledge of applicable departmental electronic applications, including Fire Department Management software, records, functions, procedures and policies. You will monitor and maintain a specific group of business application systems and the department's electronic records, perform routine administrative and technical operational functions in support of the systems, liaise with the City's IT department and adhere to the corporate systems policies and procedures. You will provide on-going training and assistance to staff in the use of the systems, as well as, perform a variety of clerical tasks.

Requirements include:

- Completion of Grade 12 supplemented by computer courses related to the work plus considerable related experience with database applications in a police or fire environment or an equivalent combination of training and experience
- Considerable expertise in the operation of and knowledge of the electronic records management system as related to the work performed
- Considerable knowledge of the practices and procedures used in related software applications (JD Edwards, Kronos, FDM, Tempest or Telestaff)
- Considerable knowledge of the rules, regulations and policies governing the work performed
- Working knowledge of departmental activities and procedures related to the work performed
- Ability to review data entry to ensure accuracy
- Ability to process requests for information and to modify, delete or add information to records as required
- Ability to carry out routine systems administration functions and provide advice and assistance to users on the functions and applications of the records management system
- Ability to establish and maintain effective working relationships both internally and externally
- Ability to prepare and maintain a variety of records, files, correspondence and reports related to the work
- Ability to provide basic bookkeeping functions
- Skill in the operation of equipment used in the work

Apply by sending your resume quoting **competition #11-45, by December 16, 2011** to the Human Resources Department, City of New Westminister, 511 Royal Avenue, New Westminister, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

*The City of New Westminister is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*