



PEACE RIVER  
REGIONAL DISTRICT

## Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

### Posting Date

June 25, 2026

### Application Deadline

July 9, 2026 at 4:00 pm

### Application Information

Visit [prrd.bc.ca/employment](http://prrd.bc.ca/employment) to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to:  
Peace River Regional District  
Human Resources  
[hrprrd@prrd.bc.ca](mailto:hrprrd@prrd.bc.ca)  
P. 250-784-1167

# Legislative Services Clerk

## Full-Time, Permanent Position Position Overview

Reporting to the Corporate Officer or designate, the Legislative Services Clerk will primarily be responsible for work associated with board meetings, including organizing delegations and meeting venues, preparing board meeting notices, and using electronic meeting management programs to compile electronic agendas, meeting minutes, and follow up task lists. Other duties include preparation of a diverse variety of correspondence, reports, and other documents, and related office procedures such as filing. Excellent teamwork and customer service skills are required.

## Qualifications

The ideal candidate will have:

- Office administration certificate or equivalent
- Minimum of two years related experience in a busy office environment
- Effective written and oral communication
- Accurate keyboarding and typing skills at 60 WPM
- Excellent knowledge of Microsoft Office suite

Preference will be given to applicants with:

- Working knowledge of the *Community Charter and Local Government Act* and/or a Municipal Clerk designation.
- Electronic agenda preparation and management software experience

## Additional Information

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch.

The after-probation rate of pay for this union position is \$36.31/hr, Plus benefits.

*We thank all candidates for their interest, however, only those selected for interviews will be contacted.*

[www.prrd.bc.ca](http://www.prrd.bc.ca)

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diverse. vast. abundant.