

EMPLOYMENT OPPORTUNITY



THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS Requests applications for a

**Clerk's Assistant
35 hours (per week)**

Background:

The Township of Lake of Bays is seeking a strongly motivated, well-organized individual to assist with various administrative and clerical functions for a position in the Clerks Department. Requirements of the position include a positive attitude, ability to quickly adapt to change and an ability to work independently, as well as, in a team environment.

Responsibilities:

- Assist with voter registration, amendments, training and other duties in preparation of the upcoming municipal election.
- Research work for various projects.
- Assist with preparation of agenda, minutes and correspondence for Council and Committees of Council.
- Processing of Original Shore Road Allowance and Licence of Occupation applications.
- Responsible for weekly newspaper advertising.
- Maintain and update website content.
- Responsible for maintenance of office equipment.
- Ensure that all typing, filing and clerical work relating to the Clerk's Department is performed daily.
- Respond to clerical inquiries of a general nature.
- Perform other duties as assigned.

Qualifications:

- Secondary School diploma required with a minimum one (1) year administrative/secretarial experience.
- Working knowledge of office practices, equipment, records management, and computer literacy are required.
- Ability to communicate accurately, both orally and in a written form with the public and staff.
- Superior organizational and multi-tasking skills are a necessity.

This position has a salary range of \$31,965 to \$41,439 per annum (under review) plus a benefit package.

**Qualified applicants are invited to submit a resumes in confidence,
together with references, by 4:00 p.m. on Wednesday, June 10th, 2009
to:**

**Township of Lake of Bays
Attention: Michelle Percival, Clerk
1012 Dwight Beach Rd., Dwight, Ont. P0A 1H0
Fax: (705) 635-2132
e-mail : clerk@lakeofbays.on.ca
No phone calls please.**

We thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* for the purpose of job selection.

**Township of Lake of Bays
Job Description**

Job Title: Clerk's Assistant
Department: Administration
Reports To: Municipal Clerk
Pages: 1 of 3

Prepared By: Michelle Percival
Prepared Date: May 26, 2009
Approved By:
Approved Date:

1. Position Title and Reporting Relationship

1.1 The position of "Clerk's Assistant" reports to the Deputy Clerk or designate.

2. Purpose of Position

2.1 The Clerk's Assistant is responsible for providing administrative and clerical services to the Clerk's Department.

3. Responsibilities

3.1 Provide administrative support to the Clerk's Department.

3.2 Process Licence of Occupation and Original Lakeshore/Road Allowance applications and prepare files, circulations, by-laws and correspondence

3.3 Process sales, service and records management for municipal cemeteries.

3.4 Copy and distribute Council/Committee agenda packages to Council members, appropriate officials and staff members.

3.5 Research and assist with the preparation or distribution of motions, policies and procedures, correspondence, reports, faxes and other documents including those of a confidential nature as directed.

3.6 Prepare Council Chamber prior to and following Council/Committee meetings.

3.7 Update by-law books, manuals, etc.

3.8 Meet critical deadlines and follow up on work assignments with minimum supervision.

3.9 Responds to questions/concerns from the public, staff, Council members, etc.

3.10 Arranges and schedules meetings and room bookings.

3.11 Co-ordinate and submit municipal advertisements to the local newspaper and website.

3.12 Maintain and update website content.

3.13 Take minutes of meetings as required.

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3. Responsibilities (Continued)

3.14 Assist in the administration of municipal elections, including preparation and distribution of ballots, appointment and training of election officers.

3.15 The duties and responsibilities outlined above are representative but not all-inclusive.

4. Skills and Qualifications

4.1 Secondary School diploma required with a minimum one (1) year administrative/secretarial experience.

4.2 Must possess a valid Drivers Licence and good driving record.

4.3 Advanced level of computer skills.

4.4 Ability to communicate clearly and accurately both orally and in written form.

4.5 Thorough knowledge of office practice and record management is essential.

4.6 Must present good organizational and interpersonal skills to respond quickly and fairly to needs of the public and staff.

4.7 Assist in the development and implementation of policies, procedures, work standards and internal controls.

5. Key Competencies

5.1 Gathering Information

Scan documents for relevant material.

Listen to and be able to understand instruction from others.

5.2 Handling Information

Compile, collate, copy and catalogue information effectively.

Sort and enter details into computerized and non-computerized format effectively and accurately.

Follow written instructions and diagrams correctly.

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5. Key Competencies (Cont'd)

5.3 Checking

Ensure the accuracy and completeness of all information, including calculations, required for inclusion in reports, drawings and other documents.
Proof-read typed or printed material.
Verify the accuracy of data entered into computerized and non-computerized record-keeping systems.

5.4 Oral Communication Skills

Answer telephone and public inquiries.
Provide accurate but understandable explanations regarding rules, procedures, policies and systems to members of the public.
Make effective verbal reports to supervisors.

5.5 Managing Relationships

Foster a positive image of the staff in the eyes of the public.
Respond to complaints with tact, politeness, fairness and firmness.
Make effective use of a network of contacts to accomplish work objectives.
Work effectively as a member of a team.

5.6 Using Equipment and Machinery

Word processing skills.
Operate personal computers for purposes other than word processing.
Operate electronic and non-electronic office equipment, including copiers, cash registers, fax machines, switchboard equipment, etc.

5.7 Written Communication Skills

Draft concise, understandable written material, including reports, responses to inquiries, instructions for procedures to be followed and all forms of internal and external correspondence.

5.8 Clerical and Administrative Functions

Complete routine clerical functions such as filing, recording- keeping, information retrieval, forms completion, mail-handling, appointments and other administrative duties in a timely and efficient manner.

5.9 Planning and Implementing

Plan tasks and events in a logical manner.
Anticipate problems.
Adapt plans to changing conditions.
Prioritize tasks effectively.