



MUNICIPALITY OF  
**West Elgin**

## **Administrative Assistant to Clerk's Office** **(CAO & Clerk)**

The Municipality of West Elgin is currently seeking qualified applicants for the position of Administrative Assistant to Clerk's Office (CAO & Clerk). Reporting to the CAO & Clerk, the Administrative Assistant to Clerk's Office (CAO & Clerk) is responsible for providing administrative and clerical support to the CAO and Clerk. This position provides support with the preparation of all agendas, By-Laws, background material and all related correspondence for Council and Committees.

A full job description for the position and information about the Municipality of West Elgin is available at [Job Opportunities - Municipality of West Elgin](#).

The ideal candidate will have:

- A minimum of two (2) years of administrative experience involving contact with the public preferably in a public service environment;
- Post-Secondary Diploma in Business Administrations, Office Administration or Municipal Administration or equivalent.
- AMCTO Municipal Administration Program (or willingness to complete) would be considered an asset;
- Have knowledge of records management.
- Have knowledge of the Municipal Act, Municipal Elections Act, the Accessibility for Ontarians with Disabilities Act and any other related regulations, acts, statutes, legislation;
- Excellent organizational, communication and interpersonal skills.

Wage Range: Band 3: \$50,120 - \$60,144

This is a full time 40 hour per week position and is eligible for OMERS and a comprehensive benefits package. We invite interested applicants to forward a cover letter and resume by noon (12:00 p.m.) Friday, March 14, 2025 in confidence, to:

Manager of Community Services (Clerk)  
22413 Hoskins Line, Rodney, ON N0L 2C0  
or by email: [jobs@westelgin.net](mailto:jobs@westelgin.net)

We thank all applicants, but only those invited for an interview will be contacted. Personal information is collected and will be administered in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O., 1990 and will be used for employment purposes only.

We are an equal opportunity employer. Accommodation for accessibility purposes is available upon request during the recruitment process, please direct questions to the Clerk.