



ADMINISTRATIVE ASSISTANT TO CLERKS OFFICE JOB DESCRIPTION

Position Title: Administrative Assistant to Clerk's Office (CAO & Clerk)

Report to: CAO and Manager of Community Services (Clerk)

Position status: Full time

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

RESPONSIBILITIES (includes accountabilities)

Scope of Position

Reporting to the CAO & Manager of Community Services (Clerk), the Administrative Assistant is responsible for the full range of legislative services to the Council and its various Committees and Boards.

Key Responsibilities

Assistance to the CAO and Manager of Corporate Services/Clerk:

- Provide routine administrative and clerical support to CAO & Clerk.
- Provides back-up support with the preparation of all agendas, By-laws, background material and all related correspondence for Council and Committees and the distribution of same prior to meetings.
- Provides back-up support as Deputy Division Registrar for Vital Statistics (issuing death certificates, registering deaths and completing all administrative tasks required by the Registrar General).
- Provides administrative support for Cemetery administration including sale and transfer of cemetery lots, working with local funeral homes and cemetery operators as well as assisting with the completion of the annual reporting to the BAO and Treasurer.
- Assist the Clerk in fulfilling the statutory duties under the Municipal Act, Municipal Elections Act, Line Fences Act, Drainage Act, Municipal Freedom of Information and Protection of Privacy Act and any other legislation as required.
- Assist the CAO with Human Resources clerical functions including (but not limited to) posting of positions, collection of applications, scheduling interviews, filing of documents.

- Assist the CAO with drafting, collecting and filing of agreements
- Assist with website and social media posts as required
- Review / edit reports and/or memos as required
- Other duties as assigned

Records Management:

- Assist with the implementation and maintenance of Records Management Software
 - Provide support to the Clerk in regard to providing training to staff on how to use the Records Management software
 - Complete updates to the system as required
- Create records management files and maintain record information management index
- Assist with organizing and monitoring the retention period of all corporate records and the destruction time frame.
- Complete records searches for public and staff.
- Assist with paper and electronic files

Election:

- Assist the Clerk during the Municipal Elections and By-Elections.
- Provides back-up support with the maintenance of the Voter's List as required
- Assists with the creation of Candidate information packages, the Election website, and social media.

Communications:

- Assist with the maintenance of the Municipality's website, digital sign and social media accounts as required.
- Prepare graphics for Municipal information, events or programs.
- Prepare and distribute Council Highlights following Council

Other

- Ability to attend evening and weekend meetings, as required
- Assist with coordinating information with other departments as needed.
- Assist other departments as needed including coverage for absence.
- Other duties as assigned

Key Relationships to be managed

External

- General Public - Answering questions, directing calls, posting on the website & social media (verbal & written communication)
- Funeral Homes and Monument Companies - funeral arrangements, required paperwork, cemetery documents

Internal

- CAO, Clerk– Report to daily.
- Council – Coordinate attendance, travel & accommodations for meetings, conferences and other social events.
- Co-workers – Communicating with and assisting co-workers with different duties.
- Cemetery Operator – Communicate arranging cemetery transactions, coordinate cemetery records.

Public Relations

- Representing the Municipality.
- Dealing with the public at the counter, on the phone, and via email.

Autonomy

- Work mostly independently, work with others as required

QUALIFICATIONS

Formal Education and Training

Diploma/Degree/Certificate

- Recognized diploma in Business Administrations, Office Administration or Municipal Administration or equivalent
- AMCTO Municipal Administration Program (or willingness to complete) would be considered an asset
- Knowledge of records management
- An equivalent combination of education and experience

License

- Driver's License

Other Systematic Formal Instruction

- Office experience, preferably in a municipal setting
- Proficient in Microsoft Office
- Knowledge of The Ontario Municipal Records Management System (TOMRMS) an asset
- Keystone
- Laserfiche
- eScribe
- CityWide

Work Experience

- A minimum of two (2) years of administrative experience involving contact with the public, preferably in a public service environment.

EFFORT & WORKING CONDITIONS

Physical Effort and Environment

- Long time sitting
- Computer work
- Lifting and moving file boxes

Mental Effort and Environment.

- Daily interaction and support for the public
- Occasional exposure to unpleasant or irate people
- Council/Committee agenda deadlines
- Various policies, legislated and administrative deadlines
- Ability to multitask and self-direct
- High degree of organizational abilities