

	<b>Position:</b> Deputy Clerk Assistant	<b>Date Approved by Council:</b> February 2025
<b>Reports to:</b> Clerk Administrator	<b>Department:</b> Administration, Non-Union	
<b>Hours of Work:</b> 35 hrs/wk	<b>Rate of Pay:</b> \$25.99-32.45/hr (2025 rates)	

## Position Summary:

The Deputy Clerk Assistant Position is responsible for providing senior level administrative and clerical support services to the Clerk Administrator and Deputy Clerk in the execution of their duties and responsibilities.

## Major Duties & Responsibilities:

### Administrative/Clerical:

- Maintain effective relations with the public, dealing with general inquiries, complaints and provide guidance on a daily basis via telephone, email and front desk reception and processing over the counter sales and services.
- Cashier for the Township, receive and process payments (cash, cheque, debit, web) through the receipting software.
- Administrator of trailer license, follow-up letters, receiving payment and maintaining accurate records.
- Provide and receive applications for Access Permits, Civic Addressing, ensuring accuracy of required information is complete, receiving payment and follow-up letters as well as distributing complete applications to the appropriate departments.
- Provide Landfill cards to eligible property owners. Accurate record keeping of property owner card #'s, payments, cancellations. Providing information to Landfill staff of card status as required.
- Assist with maintaining the office environment by ensuring all supplies are stocked and placing orders as needed through online ordering or attending at store, posting and removal of notices at the Township office and website, i.e. Office closings, fire rating etc.. are kept current and maintaining the general tidiness throughout the office.
- Records Management – scan records, filing, SharePoint server maintenance.
- Responsible for drafting the bi-annual newsletter, distributing to the required departments for input and approval, preparation of the final copy for printing and ensure inclusion in the interim and final tax billing.
- Initial contact of requests from lawyers and financial institutions seeking tax certificates and preparing letters and attachments for response.
- Primary contact and responsible for the CGIS web-based software program by editing, adding and deleting required information.
- Primary contact and responsible to social media and website maintenance including uploading of agendas, minutes and notices.
- Knowledge and experience pertaining to the Planning Act and back up contact for interpretation of the Municipal Official Plan and Zoning By-law. Assists the Clerk and Deputy Clerk in implementing any land use planning requests involving all but not limited

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to: Official Plan, Zoning By-law, Site Plan Agreements, Minor Variances, Consents, Re-Zoning Applications, Plans of Subdivision, and Shore Road Closings.

- Provide administrative support to various departments as requested and as assigned by the Clerk Administrator.
- Attend as the Secretary to the Joint Building Committee and SSJ Recreation Committee recording minutes, preparing agendas, correspondence as required.

#### **Tax/Financial:**

- Assist in the maintenance of the tax software by ensuring that the ownership database is accurate and up to date, this includes civic addressing, municipal sales listing, ownership changes and change of addresses.
- Assist in processing and posting receipt batches, balance cheques, cash and direct deposit for bank deposits ensuring accuracy and deliver deposit to the bank.
- Assist with preparation and distribution of tax bills and tax arrears collection letters as required.

#### **Elections & Records:**

- Responsible for fulfilling duties as delegated by the Clerk/Administrator in the Municipal Election process.

#### **Education/Experience/Skills:**

- Completion of a college program in business, public administration, office administration or related field or equivalent or comparable work experience, preferably in a municipal office setting.
- Completion of the AMCTO Municipal Administration Program and specialized municipal training/education is an asset.
- Experience in a computerized environment with a working knowledge of Microsoft Word, Excel, PowerPoint, Outlook, Adobe and the internet as well as payroll (Paymate) and tax software (MuniSoft) programs implemented within the Municipality.
- Must have excellent verbal and written communication skills and the ability to relate to elected officials, peers, and the public in a professional manner.
- Ability to maintain confidential and sensitive information.
- Required to work under pressure within severe time constraints maintaining a high degree of accuracy and attention to detail.
- Ability to work positively with others in a team environment.

#### **Physical Demands and Working Conditions:**

- Work is conducted in an office environment with some exposure to criticism from the public. Requirement to balance priorities, verbally communicate to exchange information, deal with constant interruptions and changing demands during the course of a work day; occasions whereby an extremely short amount of time is available to complete a project or task (regularly);



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wide variety of tasks requiring ability to manage multiple projects; while maintaining a pleasant, professional and positive demeanor.

- Requirement for sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate office equipment and vehicle.
- Normal hours of work are 37.5 hours a week including ½ hour paid lunch (answering phone and front counter expected over lunch). Flexible working hours during the hours of 8:30 am to 4:00 pm Monday to Friday.
- Supervisory responsibility is not normally part of the job requirement but there may be a requirement to show others how to perform tasks or duties.

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*