

TOWNSHIP OF SPALLUMCHEEN

Job Description - Office Clerk I

1. The Office Clerk I reports to the Chief Financial Officer.

2. Nature and Scope of Work

The Office Clerk I is responsible for ensuring that the public are greeted in a friendly and helpful manner either in person, by telephone and email. The incumbent will answer general inquiries regarding Township conducted business and services including financial, zoning, cemetery, building, parking and other related matters. The Office Clerk I provides clerical support to Township departments.

The functions of the Office Clerk positions may require some overlap of responsibilities and duties. The Office Clerk I may be required to provide coverage for the Office Clerk II and Office Clerk III.

3. Required Knowledge, Ability and Skill

The Office Clerk I is required to have the following knowledge, abilities and skills:

- Minimum typing skills of a minimum of (net) 50 wpm;
- Operate a computer using Microsoft Office and municipal accounting software;
- Operate and care of office equipment;
- Use tact, diplomacy and courtesy in communicating and dealing with the public, elected officials, and staff;
- Highly organized, neat, accurate with ability to meet deadlines;
- Prepare correspondence and meeting minutes quickly and accurately;
- Organize files and carry out precise record keeping;
- General knowledge of local government organizations and services provided; and,
- General knowledge of the principles of accounting and finance.

4. Required Education, Training and Experience

The preferred candidate in the Office Clerk I position will possess the following education, training and experience:

- Grade 12; and,
- One year work experience in a general office or financial/accounting environment.

5. Preferred Education, Training and Experience

The preferred candidate in the Office Clerk I position may possess the following education, training and experience:

- Completion of a diploma in Local Government, Business or Public Administration or equivalent; and
- Two years work experience in a general office or financial/accounting environment.

6. ILLUSTRATIVE EXAMPLES OF DUTIES

Without restricting the general nature and scope of the work, the following are illustrative examples of work, which may be expected of the Office Clerk I.

The main areas of responsibility include:

- Operate main telephone switchboard and greet visitors to the Township Hall, including providing general departmental information and redirecting inquiries to the appropriate department or individual as necessary;
- Ensure incoming applications, permits and forms include required information and conform to Township requirements, including applications for building permits, development applications, business licenses, homeowner grant applications, etc.;
- Provide clerical support to all departments including word processing, data input, spreadsheets, databases, photocopying, filing, transmitting of information by telephone, email, mail and fax;
- Maintain departmental files and correspondence, including the compilation and tabulation of statistics, monthly reports, inspection records, dog licenses, cemetery activities, tax searches, Land Title information, deferred property taxes, access permits, transit passes, photocopying, filing, data entry, updating of permit information and reports, etc.;
- Open and distribute incoming mail;
- Assist in the preparation and maintenance of records for accounts payable, utilities, licences, taxes, tolls and fees, accounts receivable and payroll;
- Provide coverage for other Office Clerk II and Office Clerk III positions as required; and,
- Perform other related duties as requested.

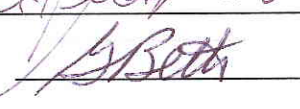
Other

- Hours of work pursuant to the Collective Agreement.

Date: June 2, 2014

Chief Financial Officer: 

Date: 2014 June 2

Chief Administrative Officer: 

June 2, 2014