

TOWNSHIP OF SPALLUMCHEEN

Job Description - Office Clerk II

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

2. **Nature and Scope of Work**

The Office Clerk II 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 inquiries regarding Township conducted business and services including financial, zoning, cemetery, building, parking and other related matters. The Office Clerk II is responsible for intermediate administration and clerical duties. As required, the Office Clerk II provides clerical support to Township departments.

The functions of the Office Clerk positions may require some overlap of responsibilities and duties. In addition to the duties outlined herein, the Office Clerk II also performs the duties of the Office Clerk I as required. The Office Clerk II will also be required to provide coverage for the Office Clerk III.

3. **Required Knowledge, Ability and Skill**

The Office Clerk II 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;
- General knowledge of the principles of accounting and finance; and,
- Provide intermediate administration and clerical support for specific services, such as but not limited to cemetery, business license, dog licensing, property tax, accounts receivable, accounts payable, etc.

4. **Required Education, Training and Experience**

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

- Grade 12;
- Two years work experience in a general office or financial/accounting environment; and,
- Knowledge of the *Local Government Act, Community Charter*, bylaws, policies and procedures.

5. Preferred Education, Training and Experience

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

- Completion of a diploma in Local Government, Business or Public Administration or equivalent;
- Four years work experience in a general office or financial/accounting environment;
- Two years work experience in a local government;
- Experience in supervising employees;
- Knowledge of the principles of accounting and finance; and,
- Ability to carry out research, analyze information and prepare sound recommendations.

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 II.

The main areas of responsibility include:

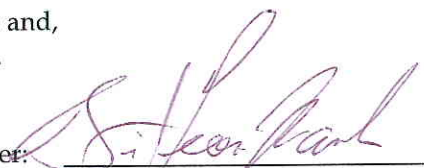
- Operate main telephone switchboard and greet visitors to the Township Hall, including providing general departmental information and redirecting inquiries to the appropriate department or individual as necessary;
- Ensure incoming applications, permits and forms include required information and conform 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 intermediate administration and clerical support for specific services, such as but not limited to cemetery (including liaising with funeral home representatives, private individuals and the cemetery contractor regarding cemetery functions, including the issuing of permits and interment arrangements); business licenses (including preparing annual invoices, updating license amounts/costs as required, mailing invoices, mailing issued licenses, and maintaining business license roll); infirm relative dwelling unit letters (including preparing annual letters, reviewing submitted documentation for completeness, arranging witnessing of declaration), and dog licensing etc.;
- Assist in the preparation and maintenance of the tax prepayment plan;
- Prepare and distribute letters about property tax reminder, permissive tax exemptions, grants in aid, etc.;
- Cash receipting, including property taxes, water bills, business licenses, dog licenses, cemetery permits, transit passes, commercial vehicle decals, accounts receivable, bank payments, electronic funds transfer and post-dated cheques;
- Prepare and maintain records for accounts payable, utilities, licences, taxes, tolls and fees, accounts receivable and payroll;

-
- Provide coverage for the Office Clerk I and Office Clerk III positions as required; and,
 - Perform other related duties as requested.

Other

- Hours of work pursuant to the Collective Agreement; and,
- May be required to train and supervise Office Clerk I.

Date: June 2, 2014

Chief Financial Officer: 

Date: 2014 June 2

Chief Administrative Officer: 

June 2, 2014