

Village of Sundridge
Position Description

Position: Administrative Assistant – Contract Position
Reports to: Clerk/Administrator

Position Summary

Assists the Clerk, Deputy Clerk and Treasurer in the administration of Municipal programs and related tasks.

Performs a variety of administrative and clerical tasks in support of the day-to-day operation of the Corporation and provision of services.

Works in accordance with good clerical and administrative practices within established systems, and procedures and administrative operations.

Communicates with other departments, such as; building, roads, and fire as required by the Clerk, Deputy Clerk or Treasurer.

Serves the public in a positive, helpful and courteous manner.

Major Duties and Responsibilities

1. Receives payments for taxes, licenses, permits and other miscellaneous revenue and issues receipts.
2. Opens mail, dates mail received, and prepares outgoing mail for delivery.
3. Assists with bank deposits.
4. Processes changes to Assessment Roll regarding names, address and ownership information, as required.
5. Assists with accounts payable, as required.
6. Greets visitors to the office, routes or responds to enquiries at the counter and by telephone, and provides factual information to the public within scope of duties.
7. Prepares documents as directed by the Clerk, Treasurer or the Deputy Clerk.
8. Assists in the maintenance of the filing systems.
9. Supports the fax function by recording incoming and outgoing faxes.
10. Serves as secretary to the Clerk, Treasurer and the Deputy Clerk as required.
11. Performs all other duties as assigned by the Clerk, Deputy Clerk or Treasurer.

Qualifications required

- (1) Education: Grade 12 or equivalent.
- (2) Experience: Word processing and computer terminal abilities. High level of secretarial and clerical skills and a good knowledge of office practice. Proficient in computer programs such as Microsoft Word, Excel, Outlook.
- (3) Other: Good public relations, including an appreciation of the need for confidentiality, tact and discretion.
Reliable transportation
Valid G Drivers licence

Conduct

Many actions could result in major loss of time or resources or cause severe embarrassment within the organization and have serious impact on its public image. The Administrative Assistant must adhere to the Staff Code of Conduct as set out in the Human Resource By-Law.

Safety

The Administrative Assistant must adhere to the Municipality's Health and Safety Program.

Working Conditions

Office hours are 8:30 a.m. to 4:00 p.m. with a ½ hour unpaid lunch break, from Monday to Friday equalling 35-hours a week.

Office work is performed in an office environment with adequately controlled atmosphere, temperature, lighting, etc.

There will be frequent exposure to interruptions from outside sources.

Frequent contact with the public is expected.

Remuneration

Hourly wage is \$16.06 to \$18.25. Compensation will be based on experience.