



CORPORATION OF THE TOWNSHIP OF CHISHOLM

EMPLOYMENT OPPORTUNITY Temporary Part-Time Administrative Assistant (Current to August 2017)

Applications are now being accepted for a **Temporary Part-Time Administrative Assistant**. Duties to include reception, typing, creating documents using computer applications, operation of office equipment, processing of payments, assisting in day to day clerical operations, conducting research as required, and other duties as assigned by Clerk-Treasurer.

Qualified applicants must:

- a) Possess a college certificate in Office Administration or have at least five (5) years experience in related field;
- b) Possess excellent computer skills as well as good telephone skills;
- c) Be able to deal with the public in a courteous manner;
- d) Be a self-motivator and able to work independently;
- e) Be willing to work evenings on occasion to record minutes of meetings;
- f) Be willing to work extra hours when required.
- g) Bookkeeping experience would be an asset.

Complete job description available at the Township office or on the Township's website.

Salary rate \$22.21/per hour (as per Collective Agreement)

Hours of work: 9:00 to 4:30, two days per week (usually Wednesday and Friday).

Qualified individuals are invited to send a letter of application and resume, no later than **4:00 p.m. Tuesday, February 14, 2017** to:

Linda Ringler, Clerk-Treasurer
Township of Chisholm
2847 Chiswick Line
Powassan, ON P0H 1Z0

If you require disability-related accommodation to participate in the recruitment process, please advise the Township Office as soon as possible. Accommodation may be provided in all steps of the hiring process. We thank all applicants for their interest and advise that only candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

TOWNSHIP OF CHISHOLM
JOB DESCRIPTION – PART-TIME OFFICE ASSISTANT

<u>Position Title</u>	Part-time Office Assistant
<u>Direct Supervisor</u>	Clerk-Treasurer
<u>Purpose of Position</u>	1) To provide assistance to the Secretary-Receptionist with her secretarial duties to the Clerk-Treasurer, Deputy Clerk-Treasurer, Council, Fire Department, Public Works Supervisor, Canine Control Officer, Municipal Law Enforcement Officer and the Chief Building Official.

Responsibilities

General office duties including:

- Reception (answering and directing telephone calls accordingly, responding to general inquiries, directing public to appropriate departments);
- Typing (Council and Committee minutes, municipal by-laws, forms, reports, and correspondence as required);
- Creating documents using computer applications;
- Operation of office equipment (computers, photocopiers, facsimile, calculator);
- Processing of all payments (taxes, permits, certificates, and other revenues);
- Assisting in day to day secretarial operations, as required;
- Conducting research at staff's request;
- In the absence of the Secretary-Receptionist, secretarial duties as required;
- Other duties as assigned by Clerk-Treasurer and Deputy Clerk-Treasurer.

Hours of Work

As required.