

**JOB DESCRIPTION:**

**OFFICE CLERK**

**REPORTS TO:** Chief Administrative Officer or designate

**JOB SUMMARY:** The Office Clerk is responsible for providing administrative assistance and support to the Chief Administrative Officer and other senior administrative staff.

This position is 35 hours per week, with regular hours of work being Monday to Friday, from 8:30 a.m. to 5:00 p.m. with a one hour lunch break. Compensation for this position is paid bi-weekly on a salary basis and is subject to earned days off (EDO's).

**COMPETENCIES:**

- Ability to keep office matters confidential – must be discreet.
- Sound working knowledge of the practices and processes involved in municipal office administration.
- Sound working knowledge of windows-based office applications, such as MS Office.
- Ability to use various types of office equipment, such as calculator, photocopier, fax machine, etc.
- Ability to communicate effectively, both orally and in writing, and to deal with routine inquiries.
- Ability to draft routine correspondence.
- Ability to utilize proper grammar, punctuation and spelling.
- Ability to anticipate and balance multiple demands and priorities in order to meet deadlines.
- Strong typing, word processing, spreadsheet and database skills.
- Ability to manage meeting management software and municipal website.
- Ability to research various matters, prepare correspondence and reports, and coordinate administrative details.

**JOB DUTIES:**

- As directed, composes correspondence for review and signature of senior administration staff.
- Mail (incoming and outgoing).
- Invoicing and maintenance of accounts receivables, as well as follow up for collections.
- Accounts payable invoice entry and processing of cheques in payment thereof.
- Assist with the day-to-day accounting procedures such as receipting, bank deposits, etc.
- Maintain various files, databases and spreadsheets.
- Process payroll, including time sheet entry, benefits information, etc.
- Assist with managing the Town's website and social media accounts.

Title: **Office Clerk Job Description**

Date Approved: May 13, 2020

Resolution # 433/20

Page **1** of **2**

- Perform various administrative duties relating to processing and maintenance of requests for proposals, contracts, and agreements.
- Perform various clerical support duties such as faxing, photocopying, filing, maintaining and updating phone, address, and other such lists.
- Order and maintain an adequate stock of office supplies as required or requested.
- Conduct research on any number of subjects by retrieving file and internet information, contacting/surveying other agencies and organizations, and preparing correspondence, briefing notes and reports as requested by senior administration.
- Performs job duties as requested by senior administration.
- Undertakes other assigned duties as required.

**JOB REQUIREMENTS:**

- Grade 12 or equivalent
- Preferred completion of an office administration course at a community college or equivalent work experience
- Office experience and/or acceptable level of employment with responsibility or demonstrated ability and willingness to learn.
- Must be bondable. Criminal record check is required.