



Township of Emo

Position Description

POSITION TITLE: Administrative Services Summer Student/Co-Op Student

GENERAL SUPERVISOR: CAO/Clerk-Deputy Treasurer and in his/or her absence, the Deputy Clerk-Treasurer.

Position Summary:

The Administrative Services Clerk is responsible for providing assistance to both the CAO/Clerk and the Deputy Clerk-Treasurer.

Direction Received:

The Administrative Services Clerk performs duties and responsibilities of the position under the direction and supervision of the CAO/Clerk and the Deputy Clerk-Treasurer.

Responsibilities:

Support to the CAO/Clerk-Treasurer and Deputy Clerk-Treasurer

1. Assists in maintaining record of complaints and assists in preparing warning letters for signature of CAO/Clerk.
2. Assists in compiling documents for Council agendas and prepares same at direction of CAO/Clerk.
3. Assist in typing bylaws, minutes and agendas of Council, Boards, Committees and all CAO/Clerks Correspondence and reports.
4. Assist in compiling Council meeting packages for distribution.

5. Conducts research for preparation of by-laws, reports, etc. at direction of CAO/Clerk.
6. Assists in the maintenance of filing systems, records retention and records management and provides recommendations to the CAO/Clerk on the improvement of these systems.
7. Receives and distributes postal mail to appropriate departments.
8. Assists in composing standard letters when requested for Mayor and CAO/Clerk.
9. Maintains follow-up file for incomplete and outstanding matters.
10. Assists in the publication of newsletter.
11. Assists in planning amendment application reports/mailings.
12. Assists in data entry and processing for accounts payable, accounts receivable, taxes and payroll.
13. Assists in running standard system-generated financial reports and listings.
14. Assists with the preparation of reports to Council and administration.
15. Assists with drafting tax/utility arrears letters for review and mail arrears notices.
16. Assists with record keeping for the asset management database.

Other

1. Work as a team with the Customer Services Clerk to meet peak customer services demands.
2. Assume additional duties in absence of Customer Service Clerk.
3. Undertake additional responsibilities as directed.

Qualifications:

1. Currently enrolled in Highschool.
2. High level of proficiency in general bookkeeping skills.
3. Excellent management, organization, communication, interpersonal and presentation skills required.
4. Experience using common office software applications, including Microsoft Office Suite required.
5. Proven ability to adapt to new job requirements, learn new software applications, and comprehend legislation and regulations.

Effort:

WORKING CONDITIONS

Usual public office conditions with a high public profile in administrative and treasury functions - work is subject to interruption and to deadlines.

Usual hours of work 8:00 a.m. to 4:00 a.m. - Monday to Thursday, 8:00 a.m. to 3:30 p.m. Friday.

Area and regional travel may be required for in-person attendance at meetings or training sessions

