



Job Description JD-CORP-013	
Department: Corporate Services	
Job Title: Administrative Clerk	
Reports To: Supervisor of Legislative Services/Deputy Clerk	Revision Date: July 2024
Direct Reports: None	

## GENERAL PURPOSE

Reporting to the Supervisor of Legislative Services/Deputy Clerk, the Administrative Clerk is responsible for performing general administrative functions to help support the operations of the Legislative Services Division. Key responsibilities include compiling agendas, preparing follow-up correspondence (including preparing letters and memorandums), and responding to public and staff inquiries. Additionally, this position will provide administrative support, including research and compiling background information, arranging, maintaining standard operating procedures, responding to inquiries/communications, and acts as back up for customer services, answering frontline phone calls and assisting individuals in person and the front counter.

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## MAJOR RESPONSIBILITIES

- Assists the Deputy Clerk with the preparation of Council/Committee agendas and minutes.
- Assists with the preparation of the annual Council/Committee meeting calendar and sending out meeting invitations to Council and staff.
- Coordinates delegations and presenters for Council/Committee meetings including creating and sending out electronic meeting invitations.
- Prepares and distributes all post-meeting correspondence, resolutions and official records relating to decisions of Council/Committees.
- Prepares by-laws for inclusion on agendas and processes by-laws passed by Council.
- Prepares statutory notices (e.g., notices of hearings, notices of passing).
- Receives and processes appeals for quasi-judicial tribunals and assists with Drainage Act process.
- Updates website content for the Legislative Services Division.
- Acts as a Deputy Commissioner of Oaths as authorized by statute including the commissioning documents.
- Provides back-up to the Administrative Assistant/Receptionist as follows:
  - Marriage licensing – Acts as a Deputy Issuer and may be delegated to perform marriage ceremonies under the direction of the Manager of Legislative Services, Municipal Clerk as necessary
  - Death registrations – Acts as a Deputy Division Registrar under the Vital Statistics Act.
  - Front counter services
- Acts as a Lottery Licensing Officer; receives and reviews lottery license applications; ensures eligibility and compliance with Alcohol and Gaming Commission of Ontario regulations; issues licenses; completes provincial reports as required.

- Provides records management services including file retrievals and transfers from inactive storage, authorized destruction.
- Provides administrative services for the Township's electronic agenda management system.
- Assists with the preparation of documentation for the Legislative Services Division, including the creation and maintenance of standard operating procedures.
- Conducts research as requested to provide background information on issues under consideration by the Supervisor of Legislative Services/Deputy Clerk and Manager of Legislative Services/Municipal Clerk.
- Acts as Assistant Returning Officer for municipal elections and performs various functions relating to the municipal election as assigned.
- Answer public and staff inquiries through the Clerk general inbox in a timely manner, ensuring any legislative requirements are met.
- Performs other duties as assigned by the Manager of Legislative Services, Municipal Clerk.

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## **QUALIFICATIONS**

- 2-year diploma in a related field (e.g., Office Administration, Public Administration).
- Minimum two (2)-years' experience in a related field.
- Strong written and verbal communications skills and proven ability to interact with staff and external stakeholders.
- Ability to work independently and effectively in a team environment.
- Demonstrated organizational and planning skills as well as the ability to effectively multi-task to consistently meet legislative deadlines.
- Attention to detail and a high level of accuracy.
- Strong customer service skills and demonstrated ability to effectively, tactfully and diplomatically deal with and resolve difficult situations with customers, applicants, appellants and delegations.
- Demonstrated proficiency with Microsoft Office 365 Suite (Outlook, Word, Excel, Access and PowerPoint), Adobe Pro.
- A clean Criminal Record Check is required upon hire
- The following qualifications will be considered an asset:
  - experience reading, interpreting and applying policy and governance documents, preferably in a public sector setting will be considered an asset.
  - Experience with Board, Council and/or Committee secretarial functions, processes and protocols including preparing agendas and minutes, drafting statutory notices and correspondence, coordinating meetings and electronic appointment scheduling will be considered an asset.
  - Experience with document management platforms such as Microsoft SharePoint, eScribe and TOMRMS (The Ontario Municipal Records Management System).

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## **WORKING CONDITIONS**

- Frequent difficult customer issues and dealing with escalated concerns from the public, some of whom can become emotional depending on the nature of the issue.
- Generally, works in an office or home environment at a computer workstation.
- Work is subject to mandatory and/or legislated deadlines.
- Handles personal and confidential information in accordance with legislated requirements.
- Sometimes required to work evenings to attend Council/Committee meetings as well as perform election functions.
- Increased volume of work and competing priorities exist as a result of election duties over an 18- month period preceding and during each municipal election (every four years).