



TOWN OF POUCH COVE

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Assistant Clerk (Rate of Pay \$15.68/hr)

Employment Type: Part-Time Seasonal Bargaining Unit Position

This position is open to male, female, and alternative gender applicants

To apply for the Assistant Clerk Position, please submit a cover letter and resume that demonstrates you have the skills, qualifications, experience, positive work ethic, and commitment to succeed in this role. Applications must be submitted by 4:00pm on January 10th, 2020 by e-mail to cao@pouchcove.ca.

POSITION DESCRIPTION

This position is responsible for the provision of clerical and administrative support.

SUPERVISION

Directly to the Chief Administrative Officer and has no supervisory responsibilities.

JOB DUTIES/RESPONSIBILITIES

The Assistant Clerk is responsible for frontline contact with residents, tax collection, general correspondence, etc. This position is also responsible for general office duties which include but are not limited to those listed below.

REGULAR DUTIES

- Greeting residents and visitors at the front desk in a positive and professional manner.
- Perform Accounts Receivable duties such as receiving tax payments, recreation fees, permit fees, etc.
- Accepting fees and issuing permits where authorized to do so.
- Answer incoming calls for inquiries/complaints, keeping logs, and ensuring suitable messages are recorded and passed along as required.
- Maintain the office email, sort and send to appropriate departments.
- Ensure orderly and efficient preparation of daily cash and weekly bank deposits.
- To ensure the daily mail is collected and sorted to appropriate departments.
- Maintain phone system, creating weekly call-outs, and as-required.
- Maintain familiarity with applicable legislation such as the Municipalities Act, Municipal Assessment Act, and Access to Information and Protection of Privacy Act.
- General office duties including filing, scanning, mailing, copying, shredding, etc.
- Assisting in the issuance of Tax Certificates and Compliance Letters.
- Assisting in placing orders for supplies and making meeting arrangements.
- Assisting with any other duties related to this position that may be assigned.

KNOWLEDGE, EDUCATION, QUALIFICATIONS, AND SKILLS

Background in office administration/accounting or equivalent training/experience combination. Municipal Training Certificate would be an asset. The incumbent must have competent computer, communication, analytical, organization, time management, and interpersonal skills.

WORK HOURS

This part-time position will be seasonally filled for 38 weeks per year from January to September. Normal hours will be 22 hours per week 10:00am to 4:00pm Tuesday to Friday; however, this is subject to change and alternate, reduced, or additional hours will be assigned and shifted on a weekly basis based on operational requirements.

WORK BENEFITS

This position is subject to additional employment benefits as outlined in the 2017-2021 Collective Agreement between the Town of Pouch Cove and the Newfoundland and Labrador Association of Public and Private Employees

- (<https://www.nape.ca/wp-content/uploads/2019/06/PouchCove-Town-Council.pdf>)

TESTING AND INTERVIEW

Candidates chosen for an interview will be required to take a written skills test.

NOTICE OF CANCELLATION

The Town of Pouch Cove reserves the right to cancel this posting at anytime without further notice.