



P.O. BOX 10 TEL: (705) 678-2237
ELK LAKE, NORTHERN ON POJ 1G0
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EMPLOYMENT OPPORTUNITY DEPUTY CLERK

The Township of James (Elk Lake) is seeking a motivated individual to perform clerical and reception tasks that include addressing inquiries from Council, employees and the general public.

Duties Include:

- Provide customer assistance (telephone, email and in person), receive payments, post to correct accounts, balance accounts daily and prepare bank deposits.
- Research and complete funding applications for submission.
- Review building permit applications prior to submission to Temiskaming Municipal Services Association for approval.
- Maintain the Ontario Municipal Employees Retirement System and enroll in the System.
- Maintain accurate records of all transactions regarding the municipal cemeteries.
- Calculate and distribute tax and water service billings twice per year.
- Calculate and distribute monthly past due tax, water service and miscellaneous accounts.
- Prepare and post advertisements for annual employment opportunities for summer students.
- Maintain the Municipal Voter View data and oversee the Municipal Elections every four years.
- Able to work independently.
- Ability to communicate effectively both orally and in writing with Council, employees and the public.
- Have exceptional knowledge of word and excel computer programs and have the ability to compile spreadsheets with ease.
- Perform other duties as assigned.

Knowledge/Experience:

- College Diploma/University Degree in municipal administration would be an asset.
- Experience working in a municipal environment would be an asset.

Salary: Commensurate with experience.

Hours of Work: 35 hours per week, Monday to Friday.

Interested individuals are asked to forward their resume and cover letter via mail or fax to the address above or email to mhayes@jamestwp.ca by **5:00 p.m. on July 9th/21**. Please state '**Deputy Clerk Position**' on the envelope or in the subject line of your submission (fax or email).

The Township of James thanks all applicants for their interest in this position. However, only those selected for an interview will be contacted.