



## Municipality of Northern Bruce Peninsula Job Description

**Position:** **Assistant, Clerk's Department (Student)**

**Location:** Municipal Office, 56 Lindsay Road 5, Lion's Head, ON N0H 1W0

**Department:** Clerk's Department

**Reports to:** Municipal Clerk

**Summary:** Fulfills the duties as described below

**Rate:** \$17.00 - \$18.00 per hour

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### **Purpose:**

To assist the Municipal Clerk with day-to-day operations of the department, specifically related to administrative tasks and responsibilities.

### **Duties:**

#### **Municipal Cemetery Administration**

- Assists the Municipal Clerk with cemetery administrative tasks, including updating records, distributing and collecting forms, and collecting payments;
- Provides answers to general inquiries regarding the Municipal cemeteries;
- Communicating with Parks and Facilities staff regarding cemetery inquiries; and
- Booking appointments for the Municipal Clerk as required.

## **Records Management**

- Assisting the department with file organization, including scanning physical files and documents; and
- Saving and organizing files in the Municipality's digital records management system.

## **General Administrative Responsibilities**

- Speaking to front counter walk-ins, answering phone calls, fielding inquiries for the department, drafting general correspondence such as letters and emails.

## **2026 Municipal Election**

- Assisting the Municipal Clerk with tasks regarding the 2026 Municipal Election, as assigned.
- Other duties as assigned.

## **Requirements:**

Working Hours include 37.5 hours per week, Monday-Friday, 8:30 a.m. - 4:30 p.m.

Currently enrolled in a post-secondary program in Public Administration, Political Science, Law, Business Administration, or a related discipline.

Demonstrated proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).

General familiarity with customer service tasks preferred (i.e. speaking on the phone and assisting with front counter walk-in inquiries).

Duration of job is flexible, with ideal start time end of April 2026 until end of August 2026.

***Strong organizational, communication, and interpersonal skills.***

***Ability to work both independently and as part of a team in a professional environment.***

***Attention to detail and accuracy in recordkeeping and data management.***

***Understanding of municipal government operations considered an asset.***

***Valid Class G or G2 Driver's Licence preferred.***