



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

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.