

**Corporation of the Township of Matachewan
Position Description**

Position Title: Clerk Assistant

Department: General Government

General Supervisor: CAO/Clerk-Treasurer

Position Summary:

Major Tasks:

1. Assists with the preparation of agendas and resolutions for Council, Standing, Ad Hoc and Special Committee meetings and assists with the preparation of agenda attachments such as reports, correspondence and other materials.
2. Assists with the preparation and distribution of Minutes, Resolutions, Directives and correspondence following Council, Standing, Ad Hoc and Special Committee meetings.
3. Assists with the preparation of municipal by-laws resolutions for the passage through Council.
4. Assists with Lottery Licensing.
5. Assist with Cemetery matters.
6. Assists with the updating of the Community Emergency Plan.
7. Assists with responding to e-mail inquiries.
8. Other duties as assigned by the CAO-Clerk-Treasurer.

Working Conditions:

Usual public office conditions. Work is subject to hectic peak periods (i.e. Tax time, year-end, audit, etc.) The incumbent is expected to organize work, deal with frequent interruptions and cope with complaints from the public.

Usual hours of work are 9:00 a.m. to 4:30 p.m. with ½ hour non-paid lunch.

Working Relations:

Interacts with Council, Staff, & Volunteers.

With Provincial/Federal Ministries:

Interact with Provincial & Federal Ministries when necessary.

With the Public:

Interacts with the public as necessary.

Qualifications: A degree or diploma in Public Administration, AMCT or CMO designation and experience working in a computerized environment.

Impact of Error:

Judgement errors and management mistakes could lead to ill conceived and administered policies, ineffective decision-making, confusion and possible financial, legal and political repercussions.
