

Corporation of the Township of Matachewan
Position Description

Position Title: Administrative Assistant

Department: General Government

General Supervisor: CAO/Clerk

Interacts With: Public, Council, CAO/Clerk, Treasurer, Other Departments

Reception	Greeting people, responding to questions, referring to appropriate person when required.
Phone	Answering, taking messages and forwarding to appropriate person.
Front Cash	Open and close as required. Taking payments for taxes, water and miscellaneous. Sanitizing front cash counter and debit machine after clients.
E-mails	Responding as required or forwarding to appropriate person.
Mail	Pick up when needed, process or forward to appropriate person. Send out tax bills, water bills, notices and letters from office. Deliver Council packages.
Security System	Responsible for maintenance of security codes in all buildings.
Get Fit	Application Registration and monthly renewals. Accepting payment and recording FOB information.
Pioneer Park	Booking Registrations Accepting payments and recording location. Check on campground for unrecorded trailers and any problems.
Facebook Page	Post notices as required.
Website	Post information and keep up to date.
LED Screen	Post new notices as asked.
Newsletters	Creating, printing and mailing (with input from CAO/Clerk).
Council	Printing Agenda and back-up documents for agenda and put in order for delivery.
By-Laws	Filing and updating index.
Minutes	Typing minutes and filing.
Records Management	Filing correspondence after Council meetings and other correspondence as required. Destroying records as per Records Retention By-law.
Inventory	Ordering and stocking supplies as required.

Assist CAO/Clerk, Treasurer, Deputy Clerk or Deputy Treasurer, when required.