



TOWNSHIP OF LAURENTIAN VALLEY

JOB DESCRIPTION

JOB TITLE: Office Clerk – Full Time

DEPARTMENT: Finance

REPORTS TO: Deputy Treasurer

DATE: November 22, 2018

POSITION CLASS:

- PERMANENT
 CASUAL
 FIXED TERM

POSITION TYPE:

- FULL TIME
 PART-TIME

HOURS: 35 HOURS/WEEK

- COUNCIL MEETINGS
 FLEXIBLE HOURS

POSITION SUMMARY

Under the general supervision of the Deputy Treasurer, the Office Clerk performs routine and moderately complex office, clerical and general support work, including typing, filing, and answering telephones as well as responding to customer inquiries. The Office Clerk will also be responsible for accepting payments, providing receipts and preparing deposits. The Office Clerk will assist other departments as requested.

QUALIFICATIONS

- Grade 12 Secondary Education.
- Previous experience in a Municipal Environment would be considered an asset.
- Computer literacy required particularly word processing, spreadsheet, accounting and internet application, in a Windows environment.
- Strong interpersonal skills combined with excellent oral and written communication skills.
- Must be able to work in an autonomous manner.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to work with various members of the public.

POSITION RESPONSIBILITIES

1. First line cashier/telephone/reception for the Corporation
2. Performs the general secretarial duties
3. Performs minor accounting duties
4. Responds to public inquires and complaints
5. Provide backup to the PW/Finance Clerk



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DETAILED JOB DESCRIPTION

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DEPARTMENT: Finance

REPORTS TO: Deputy Treasurer

DATE: November 22, 2018

POSITION RESPONSIBILITIES	POSITION DUTIES
1. First line cashier/telephone/reception for the Corporation	<ul style="list-style-type: none"> • Greets walk-in visitors; • Accepts and enters all municipal payments. • Receives, screens and routes telephone calls and voicemail to appropriate individuals and/or departments in a courteous and professional manner;
2. Performs general secretarial duties	<ul style="list-style-type: none"> • Sorts all incoming and outgoing mail and affixes correct postage; • Maintains all facility bookings and calendars (Board Room and Council Chambers); • Reroutes email from the general email account to the appropriate staff and/or department; • Provides general information to the public about the Corporation; • Maintains and copies general office forms; • Maintains general bulletin board; • Assists all departments as necessary; • Maintains list of municipal products; • Completes death registrations; • Ensures the preparation, stuffing and mailing of the tax and water bills; • Assists the Treasurer with the tax sale process; • Responsible for all changes and additions to ownership, addresses and mortgages accounts.
3. Performs minor accounting duties	<ul style="list-style-type: none"> • Balances cash receipt batches and prepares bank deposits; • Provides general tax information; • Prepares tax certificates for signature; • Issue Bingo Permits, twice yearly • File reports after entered by the CBO • Maintain the Charity Master Files – keep up to date (10 years) note name & address changes • Have general knowledge of eligibility to apply for

	<p>lottery licenses</p> <ul style="list-style-type: none"> • Know basics of Raffle and Nevada policies and procedures • Review lottery applications for completeness when submitted • Process permits once issued • Complete the quarterly reports to the OGCA • Sends out letters/invoices monthly regarding false alarms.
4. Responds to public inquires and complaints	<ul style="list-style-type: none"> • Responds to inquiries and complaints; • Issues dog and cat tags and burning permits; • Distributes building permit application forms; • Completes Service Requests forms and distributes to appropriate staff.
5. Provide backup to the PW/Finance Clerk	<ul style="list-style-type: none"> • At the request of the Deputy Treasurer the Office Clerk shall be required to assume the duties of the PW/Finance Clerk.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.