



JOB OPPORTUNITY

ADMINISTRATIVE ASSISTANT RECORDS CLERK

The Township of Severn is seeking an individual for the position of Administrative Assistant/Records Clerk, with the following qualifications:

- Secondary School graduate
- Proficiency in Microsoft Products
- Ability to work independently and multi-task
- 2 years previous municipal work experience with a Records Management System

This is a full-time position, based on 35 hours per week. The range of pay for this position is \$15.81 (probation) to \$20.36, per hour. The Township of Severn offers an excellent benefit package. Further details are outlined on our website at www.townshipofsevern.com

Qualified candidates are invited to submit a detailed resume, in confidence clearly marked "**Records Clerk**" by **4:30 p.m. on September 13, 2010 to the undersigned:**

Township of Severn
Human Resources
Attention: Michelle Prophet Healy
1024 Hurlwood Lane
P.O Box 159
ORILLIA, Ontario
L3V 6J3
severn@encode.com

We thank all applicants who apply for this position, but only those candidates selected for an interview will be contacted.

Personal Information gathered through this advertising is collected under the authority of the Municipal Act, S.O. 2001, Chapter 25, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and will be only used for candidate selection for this position.



TOWNSHIP OF SEVERN JOB DESCRIPTION

JOB TITLE: Administrative Assistant/Records Clerk

REPORTS TO: Deputy Clerk

SUBORDINATE POSITIONS: None

SUMMARY OF FUNCTION:

Maintains record management system and provides customer service, reception and clerical duties.

MAJOR DUTIES:

1. Sorts, indexes, compile and cross-references records for current file system, storage file system and records for destruction.
2. Provides data input to the computer records management program.
3. Retrieves and provides municipal information as required or requested from the Records Management filing system.
4. Provides secretarial support as assigned by the Corporate Services Department.
5. Prepares Council and Committee agendas for distribution to the respective members of each and to the public as required.
6. Open, sorts and distributes the mail.
7. Records Vital Statistic Records.
8. Provides back-up to the Receptionist/Cashier position.
9. Responds to inquiries (counter/phone); directs inquiry to the appropriate department; provides tax/assessment information to the public; receives payments of municipal revenues and issues receipts.
10. Performs other duties as required or assigned.

QUALIFICATIONS AND SKILLS:

Ontario Secondary School Graduation Diploma or Equivalency Certificate.

Post secondary education in business related field with preference given to Records Management course.

Working knowledge of the Ontario Occupational Health and Safety Act and Regulations, as it pertains to this position.

Minimum 1 year office experience.

Computer literate with experience in applications such as Document Management and Microsoft Office and have the capacity to operate various business equipment, i.e. photocopier, adding machine, fax, etc.

Communication and interpersonal skills to deal with other staff and the public.

High degree of integrity due to exposure to confidential and/or politically sensitive information.

EFFORT:

Job involves freedom of movement with standing, walking, bending and lifting of storage boxes.

Requires periods of intense concentration during the performance of the job.

WORKING CONDITIONS:

Normal office environment with some exposure to dirt, and confined space.

Adoption Date: June 2010