

Township of SOUTH STORMONT

*P.O. Box 84, 2 Mille Roches Road
Long Sault, ON K0C 1P0
Tel: (613) 534-8889 Fax: (613) 534-2280
E-mail: info@southstormont.ca*

POSITION: Corporate Services Student (1)
DEPARTMENT: Corporate Services Department
REPORTING TO: Deputy Clerk
WORK HOURS: 35 hour work week, Monday to Friday
DURATION: Up to 18 weeks, May 8, 2023 - September 1, 2023

JOB SUMMARY:

Under the general supervision of Deputy Clerk, the Corporate Services Student will provide administrative support for the Corporate Services Department and assist with special projects that may include records management, policy and by-law development and other research. Additionally, the Corporate Services Student will provide reception support that will include taking of payments and directing inquiries.

PRIMARY DUTIES:

- Perform a variety of administrative and clerical support tasks such as: filing; photocopying; scanning; faxing; typing labels, letters, envelopes; formatting/distributing correspondence.
- Conduct research and investigative activities to update and create policies and by-laws related to municipal responsibilities
- Greet and assist residents and visitors at the front counter and direct inquiries and questions to the appropriate staff member.
- Receive and ensure all payment transactions are recorded in the financial system, and subsequently count and balance the financial deposit, prepare supporting documentation and safely secure the deposit.
- Adhere to high standards of the employee code of conduct and demonstrate understanding that their personal actions impact the public's perception of the Municipality.
- Perform other duties as assigned by the Deputy Clerk.

KNOWLEDGE, SKILLS AND ABILITIES:

- Currently enrolled or recently graduated from a post-secondary education program.
- Reception, customer service and/or administrative support experience is considered an asset.
- Cash handling experience is considered an asset.
- Interpersonal and customer service skills.
- Computer skills including Email, Word, Excel.
- Verbal communication skills including courtesy, tact and explanation.
- Written communication skills including grammar/spelling skills; proofreading skills.
- Organizational and time management skills.

APPLICATION PROCESS:

Please submit your cover letter/resume on our website at southstormont.ca/careers.

The Township of South Stormont thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Township of South Stormont is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities.