

**MUNICIPALITY OF TWEED**  
**JOB DESCRIPTION – Corporate Services Assistant**

**JOB TITLE:** Corporate Services Assistant

**DEPARTMENT:** Administration

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**DIRECTLY RESPONSIBLE TO:** CAO/Clerk

**INDIRECTLY RESPONSIBLE TO:** Deputy Clerk-Treasurer

**MAIN PURPOSE**

The purpose of this position is to assist the CAO/Clerk and the Deputy Clerk-Treasurer in the administrative and financial functions of the Municipality.

**KEY RESPONSIBILITIES**

- ▶ Act as typist for the Department and responsible for typing such items as letters, agreements, reports, by-laws, motions and including the creation of forms.
- ▶ Prepare correspondence, reports, spreadsheets and presentations.
- ▶ Schedule and, as sometimes required, attend meetings to record and transcribe minutes and prepare reports.
- ▶ Research and compile data for Supervisor as required.
- ▶ Assist the CAO/Clerk with Municipal Elections.
- ▶ Assist with issuing / recording permits, licences, dog tag registers, lottery licences, etc.
- ▶ Assist with the preparation of Council and Committee meeting agendas through photocopying, organizing, mailing, emailing.
- ▶ Assist with website maintenance including posting of Council and Committee agendas and minutes, coming events, community calendar, posting of municipal reports as required.
- ▶ Assist with Division Registrar duties including registration of births, stillbirths, deaths and preparation of marriage licenses.
- ▶ Assist with Budget preparation and maintenance.
- ▶ Provide general clerical assistance to Chief Building Official and Fire Chief including typing, photocopying, telephone messages, creation of forms, file maintenance.
- ▶ Assist with processing of wildlife damage claims and administration of Ontario Wildlife Damage Compensation Program including working with Livestock Valuer as required.
- ▶ Provide clerical support to Planning Assistant with maintenance of severance, zoning and minor variances files as required.

- ▶ Assist with preparation and distribution of Income Tax receipts for charitable donations to the municipality as required.
- ▶ Assist with preparation of bi-annual Council newsletter including design and content.

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.

**EDUCATION / EXPERIENCE / SKILLS / TRAINING**

- ▶ Post Secondary Diploma in Office / Business Administration or equivalent.
- ▶ Minimum 2 years experience in municipal environment.
- ▶ Experience in similar capacity.
- ▶ Sound working knowledge of computers and Microsoft Office programs.
- ▶ Some knowledge of legislation and policies which affect local government, including familiarity with municipal law.
- ▶ Excellent communication, clerical, administrative and organizational skills.
- ▶ Ensure accurate content and maintenance of the records, reports, client files.
- ▶ Pleasant and efficient manner dealing with the public in person, by telephone and by email.
- ▶ Willingness to upgrade skills through completion of training, courses, seminars, etc. as offered from time to time.

**WORKING RELATIONSHIPS**

**Internal:** Other department staff  
 Council and committee members  
 Support staff

**External:** Municipal offices and contacts  
 Media  
 Public

**WORKING CONDITIONS:**

Office environment  
 Required to work 40 hours per week (8:15 a.m. to 4:45 p.m. Monday to Friday)  
 Meetings as required

**SALARY RANGE**

The salary range for this position is in **Band 11** of the Wage Scale. The **2014** hourly rate of **\$18.87** to **\$21.92** is currently under review. There are six steps in each Wage Scale range.