



As a result of a 12-month maternity leave, The Township of Wellesley is now accepting applications for the temporary position of **Administrative Assistant/Deputy Clerk**.

**Duties will include:**

- Assumes the role of the Clerk in the Clerk's absence
- Provides administrative support for the Municipal Clerk and other Department Heads as directed by the Clerk. Assists in preparing correspondence, work schedules and reports.
- Assists with the preparation of agendas, minutes, reports, resolutions and By-laws for Council and Committees.
- Maintains municipal filing systems. Ensures the minute books, policy and procedure manuals and original by-laws are secure. Updates the by-law book and schedules to by-laws as amendments occur.
- Processes lottery licence applications.
- Prepares marriage license documents, receives payments
- Processes birth and death registrations and maintains database.
- Collects payments, prepare tags, issues dog tags and maintains database for dog and kennel licences.
- Completes administrative reporting for Ontario One Call.
- Coordinates the accessibility initiatives, including compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and Ontarians with Disabilities Act, including preparation of workplans, policy reviews, reports and attends meetings as required.
- Assists in preparing and distributing advertisements and public notices as required. Posts public documents on the Township website as directed.
- Provides backup for Township website.
- Assists with drainage reports, records and court of revisions.
- Assists with cemetery management and tracking.
- Performs other related duties assigned.

**Minimum Requirements:**

- Minimum Community College diploma in Office or Business Administration.
- A minimum of 2 years' experience in an administrative position in a related environment.
- Working knowledge of legislation, regulations, policies and procedures that impact municipal government operations.
- Good communication, public relations, organizational and time management skills.
- Ability to work well under pressure and time constraints.
- Demonstrated ability to be a team player who can establish effective working relationships with Council, employees and the general public.

Proficient in use of computer software including Microsoft Office Suite and customized accounting software.

**Hours of work:** 35 hours per week 8:30 am to 4:30 pm (1-hour lunch)

**Compensation:** The Township of Wellesley offers a comprehensive and competitive salary and benefits package.

Qualified candidates may submit a detailed resume in confidence to the Township by **4:00 p.m., Friday, June 14<sup>th</sup>, 2019.**

Attention: **Grace Kosch, Clerk**

**E-Mail:** [gkosch@wellesley.ca](mailto:gkosch@wellesley.ca) (preferred)

**Mail:**

Township of Wellesley  
4639 Lobsinger Line  
St Clements, Ontario N0B 2M0

**Fax:** (519) 699-4540

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Township of Wellesley is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially. Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate.