

TOWNSHIP OF NIPISSING

POSITION DESCRIPTION

Contract – 6 Months

POSITION TITLE:	Office Assistant	DATE APPROVED:	
REPORTS TO:	Chief Administrative Officer	APPROVED BY:	
POSITION NUMBER:	2016-C014	REVISION DATE:	
GRADE LEVEL:	B		

POSITION SUMMARY:

Reporting to the Chief Administrative Officer, the Office Assistant is responsible for administrative support for a variety of Township Duties.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assist with the statutory duties of the Clerk and the administration and operation of the Township Office.
 - Prepares agendas, meeting minutes, by-law references, correspondence, reports, tenders, contracts and other background material required for meetings.
 - Prepares Permits and Licenses as instructed.
 - Acts as Receptionist for the Municipal office, referring inquiries to appropriate staff.
 - Maintains efficient filing system and data management.
- Collection and issuing of receipts for taxes and other licenses.
- Manage the sale of dog tags, lottery licenses, etc. as instructed.
- Other duties as required.

SKILL AND EFFORT:

- Ability to understand and execute oral and written instructions.
- Carries out work assignments using a variety of technology tools such as Microsoft Office programs; internet and social media.
- Ability to work with minimal supervision.
- Good knowledge of municipal operations.

INTERPERSONAL SKILLS/CONTACTS:

- Strong interpersonal skills are required in dealing with public inquiries in a positive manner.
- Demonstrated ability to use tact and diplomacy when dealing with the public.
- As a team member of the Township, maintaining good relations with co-workers and volunteers is essential.

WORKING CONDITIONS:

- Normal, pleasant office conditions.

EDUCATION/EXPERIENCE/SKILLS:

Education: Secondary school education or an equivalent combination of education and experience.

Experience: Related work or volunteer experience is an asset.

Skills: Excellent interpersonal and communications skills (oral and written)
Responsible, dependable, good work ethic

IMPACT OF ERRORS:

Dealing with the public requires a degree of tact and diplomacy. Errors in judgement could result in embarrassment for the organization and Township.

CONTACTS:

Multiple contacts with co-workers and the public.

LEADERSHIP:

There is no supervision responsibility with this position.