

Town of South Bruce Peninsula

Deputy Clerk

Position Description

Reports to: Director of Legislative Services/Clerk Status: Full Time

Last Revised: December 14, 2020 Hours: 37.5 per week

Summary of Duties

The Deputy Clerk functions as the assistant to the Director of Legislative Services/Clerk and acts for the Clerk in his/her absence. This position acts as the Lottery Licensing Officer for the municipality.

The Deputy Clerk provides administrative support to the Legislative Services Department and Chief Administrative Officer as required.

Qualifications

1. Two year community college or equivalent education and experience would be preferred
2. Completion of the AMCTO MAP program is considered an asset
3. Minimum of four years experience in a Clerk's department would be preferred
4. Clerical experience and computer skills including Microsoft Office (Word, Excel, PowerPoint) and other custom software that may be in use from time to time (ie. Vital Stats)
5. Knowledge of Provincial legislation relating to various acts
6. Excellent organizational, interpersonal and public relations skills; strong written and oral communication skills
7. Accurate typing skills and an understanding of accounting principles
8. Experience in event planning would be considered an asset

Responsibilities

1. Acts as Clerk in the absence of the Clerk
2. Assists in the preparation of agendas for Council, Committee and board meetings
3. Takes minutes at Council, Committee and board meetings as required
4. Acts as Lottery Licensing Officer for the municipality – issuance and auditing
5. Processes all vital statistics documents – deaths, marriages; serves as Deputy Division Registrar
6. Prepares by-laws, resolutions and recommendations for review by the Clerk
7. Advises the public and other staff as to interpretation of policy, by-laws and resolutions
8. Maintains a working knowledge of the Municipal Act, Lottery Licensing Act, Vital Statistics Act and other municipal-related legislation
9. Prepares notices to Council and committees as required
10. Responds to queries from internal and external clients
11. Handles confidential information and is required to maintain confidentiality at all times
12. Serves as a Commissioner of Oaths under statutory regulation

13. Serves as Deputy Marriage License Issuer and Civil Marriage Solemnizer
14. Serves as administrative support to Committees and Boards of Council as required.
15. Prepares certificates and correspondence and makes travel arrangements as directed
16. Provides administration for website postings and other website support
17. Provides confidential administrative support for the Chief Administrative Officer
18. Administrates the Ontario Wildlife Compensation Program with respect the municipal requirements.
19. Provides secretarial support to the Clerk as required including the loading of by-laws and minutes to the website, circulating resolutions to staff and preparing the public Council briefing
20. Assists with the preparation of in-house publications and promotional items
21. Assists with corporate Records Management
22. Assists with the provision of administrative support to the Mayor and Council
23. Assists with the administration of the processing of parking tickets, including complaint resolution
24. Prepares correspondence related to by-law enforcement
25. Performs other duties as assigned

Working Conditions

- Deals with short and sometimes conflicting deadlines
- Expected to manage multiple projects concurrently
- Experiences frequent interruptions
- Required to comply with statutory regulations
- Long periods of sitting in meetings required
- Works in a politically sensitive environment
- Potential for hostility from unsatisfied customers
- High levels of concentration and accuracy required
- At times, responsible for the coordination of others over whom this position has no authority
- Potential for evening and weekend attendance at meetings and events as necessary