



TOWN OF REDCLIFF – JOB DESCRIPTION

POSITION TITLE: Community and Protective
Services Office Support Clerk
Term Position May-Aug

REPORTS TO: Community and Protective
Services Director

PURPOSE:

The seasonal administrative clerk possess excellent communication and computer skills, while also exercising sound judgement when dealing with the public. The successful candidate will perform document control, record management, invoicing, financial management, telephone support, event planning support, and program planning support. In addition, you will assist with other departments, members of the public, program registrations and assist with community events.

LATERAL RELATIONSHIPS:

The seasonal administrative clerk will work with all members of the Community and Protective Services Department to effectively and efficiently accomplish the goals and initiatives of the Town of Redcliff. Will be required to consult and cooperate with other municipal employees, contractors, government agencies, and the general public.

ROLES AND RESPONSIBILITIES:

1. Document control, scanning, filing, and record keeping
2. General office duties including telephone reception, processing mail, photocopying, and preparing correspondence and reports
3. Invoicing, purchase order preparation, and purchase coding
4. Assists clerk's as required
5. Research items as requested
6. Process all department requests and inquiries
7. Data entry, spreadsheet development, analytical processing
8. Assist in the development of the Town's safety programs
9. Accept department related payments for services rendered
10. Ensures that a positive public image is portrayed to the public indicating the municipality's commitment to excellence in service for the residents of the Town of Redcliff.
11. Perform physical labour as required within the department
12. Assist with facilitating and coordinating community events and programs
13. Ensures on-site safety procedures and regulations are practised as it pertains to his/her operations within the department
14. Able to work overtime if required

EDUCATION AND EXPERIENCE:

1. Must be currently enrolled in post-secondary education
2. Must have and maintain a valid Class 5 Alberta Driver's License.
3. Proficient with computers, Microsoft Office, and have the ability to learn invoicing and code tracking programs
4. Must have work or personal experience that would demonstrate the ability to work independently and unsupervised, show self-motivation, and to demonstrate sound judgment and decision making abilities.
5. Previous office experience is considered an asset
6. Clean Criminal Records Check.

Applicants may forward a resume by,

Mail
Town of Redcliff
P.O. Box 40
Redcliff, AB, T0J 2P0

Or by email to:
E-mail: hr@redcliff.ca

Or by Fax to:
Fax: (403) 548-6623

All resumes must indicate CPS Office Support. Closing Date: April 21st, 2018.

We sincerely thank all candidates for their interest.
Only those selected for an interview will be contacted.