



## SUMMER EMPLOYMENT

### **Administrative Clerk – 35 hrs/week**

**Duration:** July 6, 2020 – August 28, 2020, Monday to Friday

**Closing Date:** Friday, May 22, 2020 before 4:00 p.m.

In order to apply, candidates must be between the ages of 15 and 30.

Experience working with Microsoft Office applications, filing systems, data entry and office equipment is required. The ideal candidate will have experience working independently, excellent customer service skills and experience working in an administrative role/public environment. (See job description below)

Please send resumes, including a detailed cover letter to Teri Leigh McDonald, Committee and Managerial Assistant at [community@greatermadawaska.com](mailto:community@greatermadawaska.com) , or mail to:

Township of Greater Madawaska  
PO Box 180  
Calabogie, ON K0J 1H0

*We thank all applicants and advise that only those candidates selected for an interview will be contacted. The Township of Greater Madawaska is an equal opportunity employer. Accommodations for job applicants with disabilities are available on request. Please contact Allison Holtzhauer at 613-752-2222 ext. 207 or at [cao@greatermadawaska.com](mailto:cao@greatermadawaska.com)*

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<b>Job Description</b>	Administrative Clerk (Summer Employment)	Page # 1 of 2
<b>Location:</b> 19 Parnell St. & 12629 Lanark Rd Calabogie <b>Department :</b> Admin	<b>Reports To:</b> Committee and Managerial Assistant	<b>Revision date:</b> April 23, 2020
		<b>Rate:</b> \$14.00/hr.
Approval:            {}     Department Head {}     Supervisor {}     Employee{s}		

**Position Summary:**

The Administrative Clerk will provide support to Township staff. The successful candidate will provide administrative and clerical support to all departments of Greater Madawaska as required, including the Township Office and Greater Madawaska Public Library. The work term for this position is from the week of July 6, 2020 to and including the week of August 24, 2020.

**Qualifications:**

- Excellent customer service skills
- Strong interpersonal skills combined with excellent oral and written communication skills
- Working knowledge of Microsoft office applications and office equipment
- Experience working with Children is considered an asset
- Ability to work independently, conduct research and maintain filing systems
- Candidates 18 and over are required to submit a Vulnerable Sector Criminal Record check

**Position responsibilities:**

- Provide high standards of customer service to all members of the public
- Provide administrative, clerical, and programming support as required to Township departments including (but not limited to), administration and the Greater Madawaska Public Library
- Provide accurate information in a friendly and helpful manner as it relates to the various locations, events and attractions within the Township of Greater Madawaska and area

- Ensure all tasks are completed to acceptable standards and time limits
- Wear appropriate clothing at all times when working and maintain such clothing in a clean, neat appearance
- Adhere to the Township of Greater Madawaska's Health and Safety Policies and Procedures
- Perform other duties as assigned

### **Physical Skill and Effort**

- Requires computer literacy
- High level of organization
- Ability to perform regular maintenance duties such as grass cutting

### **Decision Making and Judgement**

- Work is performed under the direct supervision of the Committee and Managerial Assistant
- Judgement is exercised in:
  - Prioritizing workload to ensure deadlines are met

### **Interpersonal Skills/Contacts**

- The job requires excellent interpersonal skills to interact effectively with the general public and deal politely and effectively with other departments
- The position requires the ability to work with young children/youth through programing at the Greater Madawaska Public Library

### **Environment**

- Works primarily in an indoor environment
- Deals with the public on a regular basis
- May be required to work outside

### **Control over Work Schedule**

- Work is subject to scheduled deadlines
- Incumbent may be required to work some weekends and outside of normal office hours

**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.**

*The Township of Greater Madawaska has a work accommodation process in place and provides work accommodations for employees with disabilities. If you require a specific accommodation because of a disability or a medical need, please inform Allison Holtzhauer, CAO, at 613-752-2222 ext. 207 or [aholtzhauer@greatermadawaska.com](mailto:aholtzhauer@greatermadawaska.com) so that arrangements can be made for the appropriate accommodations to be in place before you begin your employment.*