



Town of Erin  
Clerk's Department  
**Deputy Clerk**

*Job description and duties are currently under review*

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**Department:** Clerk's Department

**Position Title:** Deputy Clerk

**Reports To:** Clerk

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**PURPOSE OF POSITION**

The Deputy Clerk shall be responsible for assisting the Clerk in fulfilling the statutory duties of Clerk, and providing administrative support and assistance to Clerk's Department, Town Council and Committees.

**Overall Scope of Position**

The incumbent in this position will assist the Clerk in the effective administration and operation of the Clerk's Department. The Deputy Clerk will serve as a back-up to the Clerk, and will be responsible for records management, vital statistics, and taking minutes at Council meetings.

**Major Responsibilities**

- Serves as Deputy Division Registrar under the Vital Statistics Act.
- Performs the statutory duties of the municipal Clerk (Commissioner of Oaths, Issuer of Licenses and Deputy Returning Officer).
- Under the guidance of the Clerk, assists with the discharge of the statutory and legislative responsibilities as authorized by Council and set out in Provincial legislation, including but not limited to the Municipal Act 2001, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, Accessibility for Ontarians with Disabilities Act, Ontario Heritage Act, Drainage Act, Planning Act, and Vital Statistics Act.
- Prepares and distributes agendas for all Council and Committee of Council meetings.
- Attends Council and prepares minutes for distribution.
- Prepare background research and draft reports and by-laws for Clerk.

- Acts as alternate Community Emergency Management Coordinator, and maintains and updates the Town's Emergency Plan.
- Serves as Assistant Deputy Returning Officer for municipal elections.
- Assists Councillors, Departments and public in researching information and by-laws.
- Maintains a Records & Information Management program including active and inactive storage of records, electronic records, archival and library material and ensure all corporate records are retained or destroyed in accordance with Town By-laws.
- Assists the Clerk with access requests received under the Municipal Freedom of Information and Protection of Privacy Act.
- Assumes responsibility for preparing and distributing confidential information.
- Oversees and coordinates the implementation of the Accessibility for Ontarians with Disabilities Act;
- Oversees the issuance of municipal licences and lottery licences;
- Performs other duties as may be assigned.

### Position Requirements

#### *Education*

Successful completion of a University degree or college diploma in Public Administration, Local Government, Business Administration or an equivalent combination of education and experience. Post graduate qualifications are highly desirable. CMO / AMP designation from AMCTO is desirable. Basic Emergency Management Course as offered by EMO would be an asset.

#### *Experience*

- 3-5 years of related experience.
- Previous experience working as a Deputy Clerk or Committee Coordinator or in a similar role is desirable.
- Experience working on municipal elections in a Clerk's office is desirable.
- Excellent working knowledge of the Municipal Act, Municipal Elections Act, Line Fences Act, Municipal Freedom of Information and Protection of Privacy Act.
- Effective planning, time management, proof reading, research, analytical reasoning and problem solving skills.
- Knowledge of municipal government processes and parliamentary procedures.

### Working Conditions and Environment

- This position will be based out of the Town Offices.
- Normal office hours are 8:30am-4:30pm, Monday through Friday, however the incumbent will also be expected to attend Council meetings outside of normal business hours.

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The forgoing represents a reasonable statement of the requirements of this position.

Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications.

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