



Town of Erin

Job posting

DEPUTY CLERK

The Town of Erin is currently accepting applications for the position of Deputy Clerk.

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. 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.

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.

The full job description can be found on the Town of Erin website: Erin.ca

Interested applicants may submit their resumes to: CAO@Erin.ca.

Resumes will be accepted until 4:30pm, Friday, August 4th, 2017.

Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.