



Township of Douro-Dummer Job Description

POSITION TITLE: Clerk's Assistant Summer Position

DEPARTMENT: Clerks Department

REPORTS TO: Clerk – Deputy CAO

DATE REVISED: March 2025

POSITION SUMMARY

Reporting to the Clerk – Deputy CAO, the Clerk's Assistant is responsible for assisting Clerk and Planning Department Staff in the day to day operations within the departments.

RESPONSIBILITIES

- Provides administrative support to the Clerk – Deputy CAO and CAO, and other members of the Township Office.
- Performs administrative support; responding to inquiries, relaying messages and routing telephone calls, filing, special projects and other duties as assigned.
- Produces and maintains forms, records, reports, and correspondence as required.
- Provides general service information regarding Township business and directs visitors to appropriate person or department.
- Assists with Records and Document Management.
- Aids in developing advertising, promotional materials, and public notices for placement in newspapers and other publications.
- Responsible to adhere to the Occupational Health and Safety Act and the Township Health and Safety Policy.
- Performs other duties as may be assigned.

WORKING RELATIONSHIPS

Internal:	Clerk – Deputy CAO	CAO	Township Staff
External:	Ratepayers	General Public	

KNOWLEDGE, TRAINING AND QUALIFICATIONS

The incumbent must have proficient knowledge of the following (or the willingness and ability to obtain):

- Preference may be given to applicants enrolled in an Administrative, Politics or Planning College/University program or equivalent.
- Must be able to work during the months and times specified (to begin as soon as mid-April and continuing until the end of August, Monday to Thursday 8:30-4:30pm, Friday 8:30-4:00pm, 34.5 hours per week).
- Working knowledge of personal computers and associated software, with word processing experience. Proven ability to work with Microsoft Word, Publisher, Outlook, Internet and Excel, Adobe.
- Experience with working with Escribe, website, GIS software and Cloud Permit would be an asset.
- Excellent organizational and communication skills. Proven ability to interact with the public in a positive manner and ability to remain calm in encountering minor conflicts or complaints professionally and respectfully.
- Expected to use a high level of initiative and judgment and work with limited supervision once tasks have been assigned.
- Valid Class “G” Driver’s License or reliable transportation.

SKILLS AND COMPETENCIES

- Ability to understand and follow simple oral and written instructions, which deal with standardized situations.
- Ability to complete forms and records relevant to the job.
- Customer service acumen
- Ability to work independently as well as part of a team
- Basic computer/technical expertise
- Reliability
- Teamwork

WORKING CONDITIONS

Exposure to a normal office environment and may require some exposure to the outdoors if necessary. Visual and mental concentration with respect to detail (figures) and visual display terminal. Ability to lift 40lbs.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

CAO

Date