



Town of Grenfell – Office Clerk

POSITION TITLE: Office Clerk
REPORTS TO: Chief Administrative Officer

Primary Duties:

1. Prepares, distributes and processes documents such as contracts, agreements, reports, correspondence, work orders, contact lists, advertisements, policies and operating procedures.
2. Assists in posting information on the Town's website, electronic sign and Facebook to keep the organization and the general public informed and current about projects, related sections, events and policies.
3. Works collaboratively with other departments, facilitating co-ordination on projects when required.
4. Greets customers, responds courteously and constructively to public requests and complaints by providing or obtaining the appropriate information and/or directing to appropriate person in person or on the phone and by email.
5. Receives payment and issues receipts for receivables payments.
6. Processes cemetery service requests by coordinating plot sales, perpetual care sales and determining interment details and entering data Refers interment details internally and externally.
7. Operates and maintains the MuniSoft Cemetery Program software system; maintains cemetery records in accordance with municipal bylaw and provincial legislation.
8. Provides regulations, permits and direction regarding the installation of monuments at the cemetery.
9. Researches information such as legislation, bylaws, reports, contracts, files, minutes and any other assigned searches.
10. Maintains the Council and Council Committee meeting calendar, ensuring it is advertised in accordance with the Act as well as distributed to members of Council and Council Committees, interested and/or participating parties, internal working teams, outside agencies, and the public in general.
11. Coordinates all meeting room bookings for the Town office including the Community Hall, GRP in the Spring to Fall months and the Lilac Room.
12. Receives and distributes incoming mail (both electronic and hard copy) for Council, CAO and other staff members.



13. Assists in compiling Council/Committee agendas, records and transcribes minutes for Council and Council Committee meetings, and for internal meetings such as ad hoc and staff meetings.
14. Maintains, organizes, scans, indexes, and classifies active and inactive paper or electronic documents for the operational files, administrative files, and various libraries.
15. Prepares and submits purchase requisitions; receives goods and materials ordered.
16. Orders office supplies and maintains office filing system.
17. Participates in various special projects and any other duties as assigned.

SPECIFICATIONS:

Skills, Experience and Qualifications:

- High School diploma.
- Minimum one-year experience in related administrative position.
- Diploma or certificate in Office Administration will be considered an asset.
- Excellent communication and public relations skills, verbally and in writing with staff and the public.
- Knowledge of office procedures and equipment, including a computerized records management system that enables scanning, profiling, and retrieving of documents.
- Excellent computer skills; proficiency is required in the use of a variety of computer software programs and related equipment, including Microsoft Word, Excel, and MuniSoft.
- Knowledge and experience working in an environment governed by the Freedom of Information and Protection of Privacy Act (FOIPP).
- Commissioner of Oaths or Notary Public or willingness to apply for one.
- A Criminal Records Check is required.

Accountability

The position reports directly to the Chief Administrative Officer and provides clerical support and assistance as required to the CAO, Public Works Superintendent, Finance Officer and the Director of Recreation, Culture and Promotion.



Unique Position Requirements

- Hours of Work: 40 hours/week, 8:00 am – 12:00 pm and 1:00 pm to 5:00 pm, Monday - Friday.
- May be required to attend Council or Committee meetings after regular working hours.
- The position is exposed to privileged and confidential information and is expected to keep this information and knowledge in the strictest of confidence.
- This is a Unionized position and follows the Union Payscale.

Incumbent

Chief Administrative Officer

Date

APPROVED: January 05, 2017

REVISED: September 29, 2022