

MUNICIPALITY OF BLUEWATER

POSITION DESCRIPTION: Office Assistant (Summer Student)

DEPARTMENT: Corporate Services
REPORTS TO: Manager of Corporate Services
POSITIONS SUPERVISED: None
Pay Status: Hourly

POSITION SUMMARY

The Office Assistant is responsible for providing effective and efficient administrative, clerical, and research support to the Manager of Corporate Services, with a focus on records management.

MAJOR RESPONSIBILITIES:

Assisting with scanning and uploading of archived Council and Committee agendas and minutes into the electronic records system.

Reviewing and updating the municipal by-law and corporate agreement database.

Oversees the creation of files and records, conduct and maintain an inventory of municipal records, identify and classify the subjects and coordinates the annual destruction in accordance with policies and by-laws.

Prepare and operate information retrieval systems and respond to requests for records.

Process mail, facsimiles, e-mails, & courier packages as required.

Assist with drafting of notices for the Municipality's website and local newspaper.

Assist with election-related and general administrative tasks as required.

Perform other duties as assigned.

MORE DETAILS:

Knowledge of general office procedures and record and information management systems.

Adhere to all municipal policies and procedures.

Work effectively as a member of a team.

QUALIFICATIONS:

Customer service skills and office administration experience.

Proficiency in Microsoft Office and Adobe.

High degree of accuracy and attention to detail.

Strong written and verbal communications skills.

Able to work in a fast-paced changing environment with emphasis on multi-tasking.

Ability to work independently and in a team setting with a positive attitude.

Familiarity with the *Municipal Freedom of Information and Privacy Protection Act* is an asset.

Knowledge and experience with TOMRMS is an asset.

A proven track record of high-quality work accomplishments.

WORKING CONDITIONS:

Work occurs in an office environment with a high degree of public contact, as well as exposure to highly sensitive and confidential issues, which may be of a personal nature.

This position requires long periods of sitting, as well as consistent visual concentration upon computer screens. Occasional lifting of boxes is required.

Hours of work are scheduled within the core operating hours of 8:30 A.M. - 4:30 P.M., Monday through Friday.

Occasional overtime may be required to deal with peak periods.

Attendance at after-hours meetings and special events will be required from time to time.

APPROVALS:

Incumbent

Date

Manager

Date