



OFFICE SERVICES CLERK JOB DESCRIPTION & INFORMATION

HOURS OF WORK:

- 7.5 hours per day/37.5 hours per week
 - Monday to Friday 8:00 a.m. to 4:30 p.m. with 1/2 hour for lunch
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EDUCATION & EXPERIENCE REQUIRED:

- Grade 12
 - Have at least 1-2 years' experience in Administration
 - Knowledge of Microsoft Office and Munisoft (if applicable)
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MISCELLANEOUS:

- Mandatory enrollment in the Municipal Employees Pension Plan (MEPP) and Saskatchewan Urban Municipalities Association (SUMA) Group Benefits Plan
 - Wage commensurate on experience
 - Must be willing to take Local Government Authority courses
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JOB DESCRIPTION:

A. CLERICAL

- Operating standard office equipment
- Copying and presentation preparation
- Locating file, maps, plans, documents
- Typing of letters and Community Calendar
- Filing and shredding
- Processing mail/postal rate knowledge
- Invoicing and past-due invoicing
- Keep work area neat and organized
- Pick up all incoming e-mail correspondence
- Ordering office supplies – ensure office equipment is functional
- Maintain Facebook page and website
- Issue tax certificates
- Assist with elections
- Maintain cemetery register

B. PUBLIC RELATIONS

- Dealing with telephone inquiries
- Directing telephone inquiries to appropriate staff
- Attend to all customers at front counter
- Handling complaints and irate public
- Explaining individual assessment and taxes
- Booking of Strasbourg Memorial Hall
- Good telephone manner
- Dealing with vendors

C. FINANCIAL MANAGEMENT

- Issue General, Tax, Utility, and Accounts Receivable receipts
- Prepare cash deposits and postings
- Providing tax/assessment information
- Water utility readings, billings, etc.
- Issuing business licences and fire pit permits
- Issuing dog and cat licenses

D. MISCELLANEOUS/SKILLS

- Ability to work without supervision
- Time management skills
- Compassion/understanding for others
- Initiative and self-motivation
- Willingness toward continuing education
- Computer operation skills