

TOWNSHIP OF BRUDENELL, LYNDPOCH AND RAGLAN

JOB DESCRIPTION

JOB TITLE: Office Assistant

REPORTS DIRECTLY TO: Clerk-Treasurer

DEPARTMENT: Administration

DATE PREPARED: April 16, 2015

DATE APPROVED: May 7, 2015

PURPOSE OF THE POSITION:

To provide various receptionist, secretarial and research duties including typing and filing.

DUTIES AND KEY RESPONSIBILITIES:

- Refers enquiries and redirects telephone calls to appropriate staff members; takes messages for staff members who are absent or unavailable.
- Assists the general public by answering questions or directing them to the appropriate department/person that may be able to provide assistance.
- Types letters, agreements, reports, invoices and forms for office staff.
- Sorts all outgoing mail and affixes correct postage before delivery to the post office.
- Files correspondence, memos, minutes, etc. as directed by Supervisor.
- Sorts and distributes incoming mail.
- Maintains inventory of office stationary and supplies, orders replacement material from suppliers according to municipal purchasing policy.
- Maintains accounts receivable records and invoices and observes all procedures necessary for the flow of handling cash, prepares banking deposits.
- Performs other duties as assigned.
- Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act. Protects own health and the health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all training session regarding occupational health and safety.

## SKILL AND EFFORT:

### KNOWLEDGE

The job requires:

- Thorough knowledge of use of office equipment and procedures, including use of computer and related programs.
- Good organizational and time management skills to prioritize workload.
- General knowledge of municipal operations and organizational structure.
- Good verbal communication skills in order to provide accurate information in a pleasant and effective manner to telephone callers and visitors.

### PHYSICAL SKILL AND EFFORT

- Manual dexterity to operate office equipment as necessary.
- Ability to work for long periods of time at a computer terminal.

## DECISION MAKING AND JUDGEMENT:

Work is performed under the direct supervisor of the Clerk-Treasurer and in accordance with established policies and procedures.

Judgement is exercised in:

- Prioritizing workload to ensure deadlines are met.
- Responding courteously to visitors and callers, and screening and referring incoming telephone calls and public requests to the appropriate staff member.
- Ensuring correct spelling and grammar in correspondence

## INTERPERSONAL SKILLS/CONTACTS:

Good interpersonal skills to interact effectively with the general public to provide information regarding routine departmental operations.

Internal

- With members of Council.
- With other departments to complete the distribution process of various reports, documents, etc.

External

- With the general public to provide information and direct queries within various departments.

WORKING CONDITIONS:

- Works in a clean office environment.

CONTROL OVER WORK SCHEDULE:

- Rarely required to work overtime in order to meet deadlines.

OTHER REQUIREMENTS:

- Vulnerable Sector Check

**The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the working requirements that may be inherent in this classification.**

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Supervisor Signature

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Employee Signature

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Date

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Date