



## **JOB DESCRIPTION**

<b>Job Title:</b> Corporate Services Student	<b>Department:</b> Corporate Services
<b>Reports to:</b> Director of Corporate Services/Clerk	<b>Wage Level:</b> \$18.64-\$22.60

### **Job Summary:**

Under the general supervision of the Clerk, the Corporate Services Student will provide administrative support for the Corporate Services Department and assist with special projects that may include records management, policy and by-law development and other research. Additionally, the Corporate Services Student will provide reception support that will include taking of payments and directing inquiries.

### **Primary Duties:**

Perform a variety of administrative and clerical support tasks such as: filing; photocopying, scanning; faxing; typing labels, letters, envelopes; formatting/distributing correspondence.

- Conduct research and investigative activities to update and create policies and by-laws related to municipal responsibilities
- Greet and assist residents and visitors at the front counter and direct inquiries and questions to the appropriate staff member.
- Receive and ensure all payment transactions are recorded in the financial system, and subsequently count and balance the financial deposit, prepare supporting documentation and safely secure the deposit.
- Adhere to high standards of the employee code of conduct and demonstrate understanding that their personal actions impact the public's perception of the Municipality.
- Perform other duties as assigned by the Clerk.

### **Knowledge, Skills and Abilities:**

- Currently enrolled or recently graduated from a post-secondary education program.
- Reception, customer service and/or administrative support experience is considered an asset.
- Cash handling experience is considered an asset.
- Interpersonal and customer service skills.
- Computer skills including Email, Word, Excel.
- Verbal communication skills including courtesy, tact and explanation.

- Written communication skills including grammar/spelling skills; proof reading skills.
- Organizational and time management skills.

**Working Conditions:**

Typical hours will be 8:30am-5:00pm Monday through Thursday, 8:30am-12noon Friday  
- 35 hours per week.

*This job description is intended to summarize the responsibilities of the job and is not a comprehensive list of all duties to be performed.*