

JOB DESCRIPTION

POSITION:	Full-Time Administrative Clerk	DATE: June 16, 2026
REPORTING TO:	Manager of Revenue and Taxation	
HOURS OF WORK:	35 hours per week	
SALARY:	\$31.84/hour (as per the Collective Agreement 2026)	

ROLES & RESPONSIBILITIES

- Perform administrative and clerical duties for the Corporate Services department.
- Provide consistent and professional customer service by responding to all inquiries.
- Maintain knowledge of municipal operations and assists internal and external customers with program inquiries.
- Direct inquires promptly to appropriate staff or department.
- Accurately log and monitor service requests within service request system, ensuring follow-ups as required.
- Receive, record, and reconcile payments received.
- Resolve routine issues by applying established policies, procedures and guidelines.
- Prepare legal permits and licenses (as appropriate), as well as follow ups.
- Manage incoming correspondence and parcels by sorting and distributing appropriately; coordinate appropriate courier services as required.
- Prepare, update and maintain reports and records to support customer service.
- Maintain accurate tracking of documents for procurement processes.
- Prepare, collate and distribute document packages and statutory circulations as required.
- Maintain and monitor office supply inventory and request replenishment as needed.
- Assists other departments with administrative and clerical work.
- Perform additional clerical and administrative duties as assigned within the scope of the collective agreement.

QUALIFICATIONS & REQUIREMENTS

- Minimum two (2) year post-secondary education (administrative, business or related fields) or a combination of education and related work experience.
- Fluent in both official languages (oral and written).
- Demonstrated verbal and written communication skills combined with proven organizational abilities.
- Demonstrated and proven ability related to computer software in a Windows environment (i.e. file maintenance, word processing, computerized spreadsheet applications).
- Excellent public relations skills to deal courteously and discreetly with all levels of staff, community groups and organizations, and the general public.
- Excellent writing skills with the ability to draft and edit reports and correspondence.
- Must be a self-starter and independent worker.
- Proven team player with strong collaboration skills.

ASSETS

- Experience in municipal government operations.
- Proficiency with municipal software systems.
- Strong judgment, tact, creativity and problem-solving skills.
- Ability to multi-task in a fast-paced environment, effectively prioritize activities and manage stress with a high degree of maturity and professionalism.
- Knowledge of municipal departments and the services provided by a municipality.

APPLICATION INSTRUCTIONS

Applications for this position will be accepted, in confidence, until **July 13 at 4 p.m.**

Please clearly identify the position you are applying for and include the job title in the email subject line. Resumes and cover letters must be submitted as Word or PDF attachments only. Incomplete applications or submissions in other formats will not be considered.

Applicants are to send a resume to: Sonal Brahmhatt CHRP, HR/Payroll Coordinator
225 Holditch Street, Suite 101, Sturgeon Falls, ON P2B 1T1
e-mail: hr@westnipissing.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

The Municipality of West Nipissing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.