

**THE CORPORATION OF THE TOWNSHIP OF KING
is seeking an
Administration Clerk in the By-law Enforcement Department**

Under the direction of the By-law Manager and the Deputy Clerk, the Administration Clerk will perform all clerical and administrative functions within the By-law Enforcement Department.

A High School Diploma or equivalent is required, along with two (2) years of previous clerical/secretarial experience with a good knowledge of municipal organization and practices. Significant Microsoft Word, Excel and PowerPoint experience is required.

Salary Range \$38,406.40 - \$44,317.00

Qualified candidates are requested to forward their resume by March 2, 2012 .

Manager of Human Resources
2075 King Road
King City, Ontario
L7B 1A1

Fax Number: 905-833-2300
E-mail: hr@king.ca

We thank all applicants and advise that only those selected for an interview will be notified. This personal information is collected under authority of the Municipal Act and will be used to determine eligibility for potential employment.