

THE CORPORATION OF THE TOWNSHIP OF KING

JOB TITLE:	Administration Clerk – By-Law	CLASSIFICATION: Union
DEPARTMENT:	Clerk's	SALARY LEVEL: \$38,406.40 - \$ 44,317.00
LOCATION:	2075 King Road	

JOB DESCRIPTION

Position Summary:

Performs all administrative functions within the By-Law Enforcement Department including: receiving all queries regarding by-law matters, proofreading, creating investigative files, administering the parking process and maintaining Department Statistics. Works independently with minimal supervision, utilizing advanced computer skills to prepare correspondence (i.e. reports, charts, tables, graphs, and forms) as required. Uses discretion and judgment when screening visitors and telephone calls, schedules appointments, and organizes workload to meet established priorities. Handles confidential information professionally and consistently, based on legal and ethical practices.

Reports to:

By-Law Manager
Deputy Clerk

Supervision Responsibilities

None

Duties and Responsibilities

- First point of contact on behalf of the By-law Department
- Responds to queries received electronically, in person or by telephone and disseminates details of all queries accordingly
- Generates investigative files based on complaints
- Prepares Department correspondence
- Monitors, coordinates and schedules appointments with By-Law Officers and the By-Law Manager as required
- Assists with the process of downloading, printing, labeling and filing of digital pictures

- Ensures Department files are maintained and organized in accordance with policy
- Completes Department statistics
- Administers the parking system and completes necessary correspondence accordingly
- Maintains attendance records within the Department
- Coordinates and orders all office supplies as required
- Administers petty cash as required

Qualifications:

- High School Diploma or equivalent
- Minimum of two (2) years of previous related experience with a good knowledge of municipal organization
- High level of proficiency using Microsoft Word, Excel, and Power Point required
- Outstanding organizational, interpersonal, and administrative skills
- Excellent attention to detail with the ability to multi-task
- Excellent telephone, writing, and proofreading skills
- Must be self-motivated and able to meet deadlines
- Must have the ability to work as part of a team, as well as to work independently

Conditions of Employment

Work involves mental and visual concentration with frequent mental and visual interruptions. Excellent verbal and written communication skills required, with excellent computer skills. Excellent customer service and public relation skills are necessary and a general understanding of the Township By-Laws and Procedures.