



Making life better in King

**King is Hiring
By-Law Student
(4 Months; May – August 2024)**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager of By-Law Enforcement, the By-Law Student is responsible for the following:

- Enforcement of regulatory By-laws with the main areas of focus in the Clean Yards (long grass and weeds), Parking By-law (contrary to posted sign), Sign (bag sign removal) and general patrol in the community.
- Issuance of parking infractions and notices and/or orders, patrolling and carrying out inspections, as required.
- Assisting By-law Enforcement Officers, as required.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Currently enrolled in post secondary education program.
 - Program in police foundations or law enforcement considered an asset.
- Customer service skills and office administration experience considered an asset.
- Required to have good communication skills when dealing with the public.
- Working knowledge of standard office computer software, including Microsoft Word, Excel, Outlook, Publisher, and Adobe.
- Team-oriented, positive attitude.
- Ability to balance various tasks, often under pressure.
- Ability to work under little supervision.
- Interest in learning new software and in being exposed to a busy, customer-oriented working environment.

Wage Rate: \$18.00 /Hour

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on February 16, 2024**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.