

ADMINISTRATIVE CLERK

FUNCTIONS AND RESPONSIBILITIES

Reporting to the Electoral Area Manager or designate, the Administrative Clerk is responsible for the clerical/administrative duties of the Administration/Corporate Services Department.

DUTIES

- Perform clerical duties; i.e. photocopying and maintaining databases, as required.
- Provide coverage for Administrative Clerk/Receptionist(s).
- Assist and direct members of the public.
- Process incoming and outgoing correspondence.
- Prepare agendas and record minutes, completing all meeting management processes as required.
- Arrange, prepare for, and clean up after meetings; including picking up snacks and ordering food.
- Prepare for and attend evening and weekend meetings and events as required
- Booking travel and coordinating meeting attendance.
- Manage calendars; schedule and coordinate meetings and events.
- Assist with government elections and related processes.
- Draft, proofread, edit and finalize a variety of documents, contracts, letters, memos and/or reports
- Update the PRRD website, social media, and NEBC alert system as required.
- Maintain and follow departmental procedures.
- Assist with policy, procedure and bylaw review, development and maintenance.
- Assist with all electoral area approved project files.
- Responsible for maintaining and coordinating records and records management according to established corporate policies and procedures.
- Provide assistance to PRRD departments regarding processes and policy.
- Prepare and maintain department information for public distribution.
- Liaise with PRRD Communications Department to coordinate and assist with requirements for internal and external communications.
- Emergency Operations support as assigned.
- Perform other duties as required.

QUALIFICATIONS/EXPERIENCE

- A certificate in office administration or equivalent, plus two (2) years' of experience in a busy office environment.

- Effective written and oral communication skills.
- Accurate keyboarding / typing skills at 60 WPM.
- An excellent knowledge of the Microsoft Office suite of programs.
- Ability to learn custom software packages.
- Ability to work effectively in a team environment.
- Demonstrated attention to detail for preparing diverse correspondence, official documents, and other material.
- Ability to meet specified deadlines with minimal supervision.
- Experience with electronic agenda preparation and management software is desired.
- A working knowledge of the Community Charter and Local Government Act is an asset.
- Municipal Clerk designation is an asset.
- A valid Class 5 Drivers' Licence must be maintained

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position