

ENVIRONMENTAL SERVICES CLERK

FUNCTIONS AND RESPONSIBILITIES

Reporting to the General Manager of Environmental Services or designate, the Environmental Services Clerk is responsible for the clerical/administrative duties of the Environmental Services Department.

DUTIES

- Prepare, compile/post, and distribute/copy electronic agendas, for a variety of committees.
- Attend and accurately record and transcribe minutes of committee meetings, and other meetings as required.
- Prepare and maintain resolution indexes and electronic follow-ups from meetings for staff and department managers. Monitor and assist with action items arising from meetings.
- Perform administrative duties: photocopying, preparing budget documentation, and preparing other materials for the Environmental Services Department.
- Maintain departmental records and files.
- Draft, proofread, edit and finalize a variety of documents, contracts, letters, memos and/or Board Reports.
- Arrange meetings and events to support Board and departmental projects and initiatives.
- Monitor and update PRRD website for the Environmental Services Department.
- Maintain and follow departmental procedures.
- Provide information and assistance to the public on a variety of matters pertaining to departmental operations, procedures, and services.
- Maintain the departmental tracking documents for the contracts, agreements, and project management.
- Monitor the asset management software.
- Emergency Operations support as assigned
- Perform other duties as required

QUALIFICATIONS/EXPERIENCE

- Grade 12, plus administrative training and two (2) years' of experience in a busy office environment.
- Knowledge of and experience in using the proper form of business letters and business English.
- 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.
- Attention to detail for preparing diverse correspondence, official documents, and other material is essential.
- 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