



**THE CORPORATION OF THE TOWN OF AMHERSTBURG  
is currently accepting applications for the following  
position of  
TEMPORARY CLERICAL WORKERS**

The Temporary Clerical Workers will be put in a pool of temporary workers to fill absences of regular staff. The following are duties and responsibilities for specific departments. The Temporary Workers will be trained and assigned to the individual departments based on the needs of the Town.

The ideal candidate will possess a high school diploma, will be proficient in Word, Excel, and PowerPoint and will have experience with mainframe computer systems. Excellent organizational, interpersonal and communication skills are required. Knowledge specific to the various departments is an asset.

**TAX CLERK DUTIES AND RESPONSIBILITIES:**

- Deal with the public through counter and telephone inquiries in relation to property taxation
- Assist in telephone banking inquiries
- Assist with tax billing preparation
- Assist in the preparation of tax certificates
- Perform various office functions as required in the absence of other Treasury staff.
- Filing and tracking of all tax payments received
- Other duties as assigned from time to time

**RECEPTIONIST CLERK:**

- Answer telephone and deal with general inquiries at the counter in accordance with the Town's customer service standard policies
- Photocopying public agendas packages, sorting and distributing public and in-camera agendas.
- Typing reports, letters and other correspondence as required.
- Maintain electronic calendars for Council Meetings. Forward Council information to IT to update the website.
- Arrange for meals and refreshments for Council and other meetings.
- Type AAAC and drainage agendas/minutes and correspondence
- Process and issue business and kennel licence applications including the circulation to departments.
- Issue lottery licences and maintain records of charitable groups
- Process Birth/Death registrations and forward summary to Registrar General

- Book events at Toddy Jones Park and KNYP, deal with residents, maintain calendar and forward special requests to Public Works
- Distribute faxes
- File documents in accordance with records retention policy.
- Laserfiche documents as required.
- Open and distribute incoming mail, prepare outgoing mail
- Order office supplies
- Other duties as assigned

### **PUBLIC WORKS DEPARTMENT ENVIRONMENTAL CLERK**

- Phone, receptionist and customer service calls directing inquiries to proper departments or agencies, answer general inquiries re-water bills, sewer bills, water meters, appointments, etc.
- Answer phone calls from Essex Power Services re - service orders sent daily relating to water meter identification numbers, proper readings, address locations.
- Retrieve and distribute service orders to the proper time slot faxed by EPSC daily, then re-fax completed service orders back at days end.
- Retrieve locates faxed from Ontario One Call daily and document all information. Distribute for appropriate time completion, then document completion and fax to the appropriate contractor.
- Accept stock shipments and sign for when Superintendents are out of the office.
- Data entry of work orders for main breaks, service repairs, meter changes, valve maintenance, flushing, etc.
- Preliminary processing, distribution, documentation and transfer of invoices to be sent to Town Hall
- Assist the Superintendents, Manager of Public Services, Office Manager and Public Works Environmental Engineer in administrative support and clerical assistance as required.
- Acts a backup to the Public Works General Clerk.
- Other related duties as assigned

### **PUBLIC WORKS DEPARTMENT CLERK**

- Phone, receptionist and customer service calls directing inquiries to proper divisions of PWD
- Answer general inquiries regarding garbage pickup, compost drop off, road litter, etc.
- Generate work orders as per customer inquiries and service requests
- Record White Goods pickup and fax to Contractor
- Record street light outages, fax work orders to EPSC for repair, follow up for completion

- Accept stock shipments and sign for when Superintendents are out of the office.
- Data entry of work orders for roads, parks, building maintenance, drainage and other PWD functions
- Preliminary processing, distribution, documentation and transfer of invoices to be sent to Town Hall
- Assist the Superintendents and Public Works Office Manager in administrative support and clerical assistance as required.
- Acts a backup to the other Public Works Clerk.
- Other related duties as assigned.

### **RECREATION PROGRAMMING COORDINATOR**

- Responsible to develop seasonal use schedules for all user groups of town recreational facilities which include all parks, marina facilities and rental facilities.
- Maintain accurate and up-to-date records on municipal recreation programs to ensure effectiveness and efficiency.
- Respond to customer requests, follow-up on needs prior to events, coordinate with internal departments to meet needs of facility users within a timely and efficient manner, and produce schedules for internal use.
- Assist the Tourism and Special Events Office in the scheduling of all special events and festivals held within Amherstburg recreation facilities.
- Act as the on-site supervisor of recreational programs and events including the supervision of full-time staff in the absence of the Manager of Recreation Services.
- Maintain a database of community group contact lists and event activities.
- Assist in the preparation and submission of grant applications and proposals to the government and/or other funding institutions for healthy recreation programming opportunities.
- Provide administrative support functions for the Recreation Committee including taking and distributing of meeting minutes.
- Preparation of brochures, flyers and newspaper ads for all recreational programs and departmental needs.

### **PLANNING CLERK**

- Typing of numerous documents including but not limited to Bylaws, Subdivision and Site Plan Agreements, Official Plan and Zoning Bylaw Amendments, Agendas, Minutes, Reports and Committee of Adjustment Notices and Decisions
- Experience manipulating images of various file types including resizing, cropping and importing among various applications
- Experience storing, retrieving and navigating folder structures in pc and networked based Windows operating system environment

- Integrate multiple document types such as Word, Excel and PDF files including using Optical Character Recognition
- Prepare mailing lists for official plan and zoning bylaw amendment applications, severance and minor variance applications
- Type and circulate notices and decisions for Official plans and Zoning Bylaws in accordance with Planning Act regulations
- Prepare notices for severances and minor variances and circulate in accordance with Planning Act Regulations
- Type and circulate decisions and no appeals for the Committee of Adjustment in accordance with Planning Act Regulation.
- Prepare and copy public planning agendas and Committee of Adjustment agendas
- Copy and update amendments to the Official Plan and Zoning Bylaw
- Create files and maintain filing system
- Input data and maintain summary of all subdivisions/site plan agreements
- Input data and maintain summary of all minor variances and severances
- Prepare letters to engineer for drainage apportionments
- Prepare letters to lawyers returning deeds for severances
- Share telephone answering and counter duties for Development Services Department
- Assist Building Division as required and when the Building Division clerical staff is absent
- Collect fees for Planning applications and also Building Department when necessary
- Order office supplies

### **BUILDING DEPARTMENT SECRETARY**

- Answer incoming calls for Building/Planning Department
- Receive permit applications and check for completeness
- Input data for building, plumber, sewer, sign and demolition permits
- Collect all fees for permits, issue permits and balance cash
- Maintain and create files for each property address and file accordingly both electronically and in hard copy.
- Schedule inspections & appointments for the Building Department Staff
- Be able to navigate Microsoft Windows interface
- Experience in using Microsoft Access, Outlook, Excel 2002, Power Point or Adobe PDF Writer would be a plus but not mandatory
- Input inspection reports
- Receive and take messages and give information pertaining to Building/Planning Departments by telephone and to the general public at the counter

- Type Lawyer's letters, notices, orders, monthly Building and Property Standards Reports for Council and prepare yearly summary
- Prepare monthly report for Windsor-Essex County Development Commission
- Type draft by-laws when required
- Assist the Planning Department as required and when the Planning Department Clerical Staff is absent. Co-ordinate personal vacation schedule with the Planning Department Clerical Staff
- Other Duties as may be assigned from time to time
- Collecting fees for the Amherstburg Public Works Department