

The Corporation of the Municipality of Markstay-Warren

Posted date: July 24, 2025

Closing date: July 31, 2025

Job Description – Administrative Assistant Contractor

1. **Reports to:** CAO/Clerk
2. **Scope of the position:** This position consists of being the first point of contact for the Municipality and being responsible for providing administrative and clerical services in order to ensure effective and efficient operations of the Municipality of Markstay-Warren.
3. **Principle Responsibilities:**
 - a) Answers telephone and responds to inquiries or relays calls and messages.
 - b) Greets the public and responds to inquiries or directs them to the appropriate person.
 - c) Collects information and completes relevant forms (i.e. complaints, service request, etc.)
 - d) Provides administrative and clerical support to management team.
 - e) Assists with the Municipality's communication and advertising on social media and website account. Proofreads edits and prepares a wide variety of correspondence such as letters, emails, newsletters and documents.
 - f) Collects property tax payments, fees and other revenues from walk-in customers.
 - g) Responsible for petty cash transactions.
 - h) Inputs cash receipts for all electronic payments received, enters and tracks post dated cheques and prepares bank deposits
 - i) Balances daily cash reports and petty cash.
 - j) Prepares and processes licenses and tax certificates requested by the public or solicitors.
 - k) Responsible for updating property and ownership information in the applicable software (i.e. address changes, title change, customer changes, etc.)
 - l) Responsible for updating the 911 civic numbering system of properties with agencies and applicable software (i.e. tax system, MPAC, Bell, etc.)
 - m) Picks up and opens incoming mail, directs to appropriate recipient, and follows up as directed.

- n) Filing of a variety of municipal records
- o) Assists with the conduct of municipal elections
- p) Maintains radio communication with staff or management following the proper channel
- q) Assists with facility bookings and maintains applicable calendars
- r) Issue accounts receivable invoices as directed by department heads
- s) Completes yearly accessibility, and public salaries disclosure reports.
- t) Takes bookings for facility rentals, tracks non-monetary bookings, coordinates booking requirements and intake forms for events.
- u) Serves as the Municipal Health and Safety Coordinator.
- v) Assists the Clerk with Cemetery Operations.
- w) Performs other related duties as assigned within the general scope of the job description.

4. Qualifications

- a. Successful completion of a post-secondary diploma/degree in related field.
- b. Advanced computer skills using Microsoft applications for data entry, word processing and other pertinent software, ability to learn a variety of computer-based programs.
- c. Excellent written and verbal communication skills, and interpersonal skills.
- d. Excellent administrative, interpersonal, organizational, time management, multi-tasking, and public relations skills, attention to detail, together with the ability to use tact and direction and to deal courteously and effectively with the public and fellow staff members
- e. Ability to exercise discretion and confidentiality.
- f. Ability to work effectively with minimal supervision and in a team environment
- g. Bilingual in French and English would be an asset
- h. Knowledge of municipal administration and structure e.g. taxation; user fees; policies

5. Working Conditions

- a. Work in general office conditions and is subject to constant interruption.
- b. Normal work week is 35 hours, Monday to Friday 8:30am to 4pm
- c. Must be prepared to work nights and weekends when necessary.