



Lanark County seeks applications for a Regular Full-Time Clerical Assistant in our Public Works Department as soon as possible.

**REGULAR FULL-TIME
CLERICAL ASSISTANT
(POSTING #PW2019-001)**

MANDATE:

The successful incumbent provides clerical support and administrative services to the Public Works Department and provides general reception to facilitate the operation of the garage.

QUALIFICATIONS: 2 year Diploma in Office Administration, Law Clerk or a related field with a minimum of 2 years related experience. Preference will be given to applicants who possess knowledge of municipal procurement, property surveys, conveyances, and ability to conduct legal searches. Knowledge in WorkTech, ICompass, MERX, GovDeals and Teraview is considered an asset. Working knowledge of Microsoft Office applications is required, including Word, Excel and PowerPoint. Experience working in an environment with frequent interruptions is an asset. This position requires good communication and organizational skills.

This position is evaluated at Level 4 (\$23.01 - \$26.49) per hour of the 35 hour 2019 OPSEU Salary Grid.

The Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal and you meet the position qualifications outlined above, **we look forward to receiving a detailed résumé no later than Sunday, February 3rd, 2019 to** Lanark County Administration Building, Human Resources, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; Email: pwjobs@lanarkcounty.ca

When emailing your application, please ensure your cover letter, résumé and any other related documents are submitted in one file preferably MSWord (.doc or .docx) or Adobe (.pdf).

Email subject line should include your "name" and job posting number "PW2019-001" (example: Jane/John Doe PW2019-001).

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.