



## **Assistant Clerk**

The Village of Sussex Corner invites applications for the position of a permanent part-time Assistant Clerk. In this supportive role, the position is responsible for the performance of specialized clerical and administrative duties.

If you are an energetic, motivated individual looking for a rewarding career in Municipal Government we are interested in hearing from you.

A full job description is available at the Village Office or on our website at [www.sussexcorner.com](http://www.sussexcorner.com)

Applications may be submitted either in person or by email, no later than 4:00 pm, March 14, 2019

Village of Sussex Corner  
1067 Main Street  
Sussex Corner, NB  
E4E 3A1  
[village@sussexcorner.com](mailto:village@sussexcorner.com)

The Village thanks all applicants for their interest, however only those selected for an interview will be contacted.



**Position:** Assistant Clerk

**Supervisor:** Clerk / Treasurer

### **Job Summary**

The Village of Sussex Corner is seeking to hire a energetic, motivated individual to fill the permanent part time position of Assistant Clerk. This position is responsible to prepare correspondence, reports, and other materials, operate office equipment, answer telephone, attend to the counter, respond to queries, receives payment and issues receipts.

### **Main Duties**

- Responds to enquiries and forwards to appropriate person
- Provides general information to public regarding Municipal programs, regulations and by-laws
- Processes incoming and outgoing mail and coordinate the information between Council and staff
- Answer telephone calls and route as appropriate
- Ensures the Villages website is updated as required
- Maintains inventory of office supplies, orders supplies and arranges for servicing of all office equipment
- Performs bookkeeping tasks, prepares invoices and receipt of payments from citizens for water & sewer and other Municipal services
- Send quarterly water / sewer bills
- Bank Deposits
- Administers the dog tag renewal program
- Participates in the planning for community events and leads the volunteer committee for these events
- Provide support services to the Clerk / Treasurer and the Work Supervisor as approved by the Mayor
- Performs all other duties as required or requested by Council

### **Experience / Requirements**

- 2 years of experience working in administration role
- Proficient in Microsoft Office (Outlook, Word, Excel and Power Point)
- Ability to work in an office environment with frequent interruptions from Council members, staff and the public

### **Salary**

Starting salary will depend on qualifications and experience