

## **THE CORPORATION OF THE TOWN OF BLIND RIVER**

**JOB TITLE:** ADMINISTRATIVE ASSISTANT

**REPORTS TO:** CLERK ADMINISTRATOR and the CHIEF BUILDING OFFICIAL

**PURPOSE OF POSITION:** To provide administrative support for the operation of the Clerks Department and the Building Department

### **RESPONSIBILITIES:**

- Uses office computer to enter data and type correspondence.
- Uses all other office equipment i.e. photocopier, fax machine, printers, etc.
- Performs filing functions.
- Provides general administrative service to the Chief Building Official.
- Records in-coming calls
- Preparation of notices for Planning Applications and circulations
- Processing of permit applications (building, excavation, moving etc.)
- Create and maintain index/filing system
- Preparation of pamphlets/information sheets
- Completes other administrative duties as assigned and required by the Clerk Administrator or Chief Building Official.
- Perform Commissioner of Oaths duties.
- Manage the Asset Management System.
- Manage all matters relating to the Hillside Cemetery.

### **AUTHORITY OF POSITION:**

No leadership responsibility, maintains normal working relationship with others, provides information or assistance as required at the direction of the Clerk Administrator or Chief Building Official. Does not oversee or supervise the quality of work of others.

### **WORKING RELATIONSHIPS:**

With the Clerk Administrator – Receives direction and guidance when required;

With the Chief Building Official – Receives direction and guidance when required; discusses work load for priorities.

With other Staff – Provides courtesy and cooperation.

With the Public – Provides information and assistance in a friendly and courteous manner.

**KNOWLEDGE AND SKILL:**

Excellent customer service, communication, organizational and analytical skills, proficient computer skills in Microsoft Word, Excel and other department programs as required, knowledge of municipal office duties through training and directly related experience. AMCTO preferred.

**WORKING CONDITIONS:**

Workflow is steady and normally you have several things that must be done within short periods of time. Usual office hours are 8:30 am to 4:30 pm, with work load as required by the Clerk Administrator and the Chief Building Official.

**IMPACT OF ERROR:**

Clerical and accounting errors would result in confusion, duplication of effort, possible financial loss and annoyance.

**CONTROL:**

Direct supervision from the Clerk Administrator and the Chief Building Official.

The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be constructed as a detailed job description of all the work requirements that may be inherent in the position.