



Assistant to the Clerks Department Wanted!

Permanent Full-time

Salary: \$71,518 – \$85,131 annually

The City of Elliot Lake is seeking an organized and detail-oriented professional to join our team as Assistant to the Clerks Department. Reporting to the Director of Clerks and Planning Services and working closely with the Deputy Clerk, this position provides administrative, clerical, and customer service support to the Clerks Department.

What You Will Be Doing:

- Assist with the preparation and distribution of Council agenda materials, by-laws, and resolution records.
- Maintain municipal records, agreements, leases, and tracking systems for renewal and expiry dates.
- Provide administrative support for Woodlands Cemetery, including plot sales, interment arrangements, and records.
- Assist the public with vital statistics and marriage licence inquiries, and support municipal lottery licensing.
- Support MFIPPA requests and provide courteous, professional service to the public, staff, and Council.

What You Bring to the Table:

- Post-secondary education in office administration, municipal administration, business administration, or a related field, or an equivalent combination of education and experience.
- Minimum two (2) years of progressively responsible administrative or clerical experience, preferably in a municipal or public-sector setting.
- Strong organizational skills, attention to detail, and the ability to manage multiple priorities and deadlines.
- Strong verbal and written communication and customer service skills.
- Proficiency with Microsoft Office and the ability to learn municipal software and electronic records systems.
- Ability to handle confidential and sensitive information with discretion.
- Knowledge of municipal government, legislation, and procedures is an asset.

Why Join Us? At the **City of Elliot Lake**, you're not just taking a job-you're becoming part of the team that keeps local government running for our community. You'll enjoy a supportive work environment, opportunities to grow, and the satisfaction of knowing your work supports Council and residents every day.

CLOSING DATE: Tuesday, October 6, 2026

Ready to Make a Difference? To apply and view the full job posting please go to our website at <https://www.elliottlake.ca/en/city-hall/jobs.aspx>

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, a request for accommodation will be accepted as part of the City of Elliot Lake hiring process. If you require accommodation, please contact Human Resources.

The City of Elliot Lake thanks all applicants. Only those selected for interviews will be contacted.

THE CORPORATION OF THE CITY OF ELLIOT LAKE

POSITION DESCRIPTION

POSITION: Assistant to the Clerks Department

DATE PREPARED: September 28, 2026

REPORTS TO: Director of Clerks and Planning Services

DEPARTMENT: Clerks and Planning

MAIN FUNCTION:

Under the direction of the Director of Clerks and Planning Services and the Deputy Clerk, the Assistant to the Clerks Department provides administrative, clerical, and customer service support to the Clerks Department.

The position supports the day-to-day administration of Council, municipal records, elections, vital statistics, lottery licensing, agreements, by-laws, resolutions, and other departmental functions.

The position is responsible for the accurate processing, organization, tracking, and maintenance of departmental records and information, and provides routine information to the public in accordance with established legislation, policies, procedures, and direction.

The position performs assigned duties within established authorities and procedures, referring matters requiring statutory interpretation, approval, or delegated decision-making to the appropriate designated municipal official.

PRIMARY DUTIES AND RESPONSIBILITIES

General Administration

- Provide administrative and clerical support to the Director of Clerks and Planning Services and the Deputy Clerk, including correspondence, document preparation, data entry, filing, and maintaining departmental records and databases.
- Respond to routine inquiries from the public, municipal staff, elected officials, and outside agencies and provide information in accordance with established procedures.
- Receive, organize, process, and maintain departmental correspondence, forms, applications, and records.
- Prepare routine correspondence, notices, forms, and other documents as directed.
- Maintain departmental electronic and hard-copy filing systems and ensure records are organized and retained in accordance with municipal records management practices.
- Assist with maintaining databases, tracking systems, indexes, and other departmental records.
- Assist with the preparation and processing of documents arising from Council decisions and departmental activities.

- Maintain a working knowledge of legislation, regulations, municipal by-laws, policies, and procedures relevant to assigned duties.
- Monitor deadlines, renewal dates, appointments, and other time-sensitive matters and bring outstanding items to the attention of the Clerk or Deputy Clerk.
- Provide administrative support for projects and special initiatives within the Clerks Department.
- Perform other related duties as assigned by the Clerk or Deputy Clerk.

Council and Governance Support

- Assist with the preparation, assembly, and distribution of Council agenda materials and related documentation as directed.
- Prepare by-laws and related agreements for execution following Council approval and maintain by-law and resolution records and databases.
- Provide administrative support for Council appointments to boards and committees, including maintaining membership records, tracking terms and vacancies, preparing correspondence and advertisements, and maintaining applications.

Agreements, Leases, and Contracts

- Maintain administrative records for municipal agreements, leases, and contracts.
- Monitor expiry and renewal dates and maintain a tracking/tickler system.
- Prepare routine correspondence and renewal notices as directed.
- Maintain executed agreements and related documentation.

Woodlands Cemetery

Provide administrative support for the administration of Woodlands Cemetery under the direction of the Clerk and/or Deputy Clerk.

- Respond to routine inquiries regarding cemetery services, procedures, fees, and documentation.
- Process administrative documentation related to the sale of cemetery plots and interment arrangements.
- Assist with the sale and transfer of cemetery plots in accordance with established procedures and direction.
- Receive and process documentation required for burials, cremations, and disinterments and bring any issues or incomplete documentation to the attention of the Deputy Clerk.
- Coordinate administrative arrangements for burials and interments with funeral homes, Public Works, and the Treasury Department.
- Prepare and process cemetery invoices and payment documentation in accordance with established procedures.
- Maintain cemetery databases, permanent records, and related electronic and hard-copy files.
- Maintain and update cemetery mapping and related FastCAD records as directed.
- Assist with maintaining cemetery financial and administrative records.
- Receive routine inquiries and complaints and refer matters requiring review or decision to the Clerk and/or Deputy Clerk.

Vital Statistics and Marriage Licensing

Provide administrative support to the Division Registrar and Deputy Division Registrar in accordance with the Vital Statistics Act and established procedures.

- Provide routine information to the public regarding vital statistics services, including marriages and deaths.
- Provide information and administrative assistance to members of the public regarding marriage licence requirements and maintain related documentation and files.
- Refer matters requiring statutory interpretation or decision to the Division Registrar, Deputy Division Registrar, or authorized Marriage Licence Issuer.
- Maintain the confidentiality and security of vital statistics records in accordance with applicable legislation.

Municipal Lottery Licensing

- Provide administrative support to the Lottery Licensing Officer, including receiving and processing applications and reports, maintaining files and tracking systems, corresponding with applicants regarding incomplete documentation, and following up on outstanding requirements.
- Prepare and maintain routine lottery licensing correspondence and records as directed.
- Refer questions concerning eligibility, licence requirements, licensing decisions, compliance issues, or interpretation of legislation to the Lottery Licensing Officer.

MFIPPA and Information Requests

- Provide administrative support to the Head under MFIPPA, including logging requests, tracking statutory deadlines, coordinating requests for records, organizing responsive records, and maintaining confidential files.
- Assist with the maintenance, organization, digitization, and retrieval of corporate records, including by-laws, resolutions, minutes, and other permanent municipal records.

Customer Service and Confidentiality

- Provide professional and courteous service to the public, municipal staff, elected officials, and external agencies.
- Maintain the confidentiality and security of personal, corporate, and other sensitive information in accordance with applicable legislation and municipal policies.

QUALIFICATIONS

Education and Experience

- Post-secondary education in office administration, municipal administration, business administration, or a related field, or an equivalent combination of education and relevant municipal administrative experience.
- Two (2) years of progressively responsible administrative or clerical experience, preferably in a municipal or public-sector environment.

Knowledge, Skills, and Abilities

- Demonstrated ability to provide professional and courteous service to the public and communicate effectively, both verbally and in writing.
- Strong organizational skills with the ability to manage multiple priorities, meet deadlines, and maintain accurate records.
- Proficiency with Microsoft Office applications and the ability to learn and use municipal software and electronic records systems.
- Demonstrated attention to detail and accuracy in preparing documents, maintaining records, and processing information.
- Ability to handle confidential and sensitive information with discretion.
- Ability to work independently within established procedures and to exercise sound judgment in identifying matters requiring direction or escalation.
- Knowledge of municipal government, legislation, and procedures relevant to the position would be considered an asset.