



**EMPLOYMENT OPPORTUNITY**  
**OFFICE CLERICAL ASSISTANT – OPERATIONS**  
**2024 SUMMER**  
**Positions for YOUTH**

*The RM of East St Paul, with the support of government grants targeted to youth, is recruiting for summer labourer positions to work from May/June through to August/early September.*

**ALL OPEN POSITIONS ARE DEPENDENT UPON FUNDING**

**Job Type:** Summer (May/June – August/early September)

**Hours of Work** – Generally Monday – Friday

**Work Location** - Operations Department, 2801 Gateway Road

**Opening Date: February 13, 2024**

**Closing Date: February 28, 2024**

**Compensation:** \$19.94 - \$24.26/hour

**Job Summary:**

The Office Clerical Assistant Operations provides support by; assisting citizens/customers, supporting the Solid Waste, Recycling and Yard Waste Program, supporting the service request system administrator, providing general office administrative support, and performing other duties as assigned.

**Duties and Responsibilities:**

- Assist citizens/customers/stakeholders by;
  - Responding to inquiries (face-to-face and telephone calls) as per office procedure,
  - Providing applications for RM services and/or approval of requests to citizens, contractors, and other stakeholders,
  - Providing applications for contractor licenses, accepting and recording valid insurance liability information,
  - Ensuring contractors have valid liability insurance,
  - Scheduling various appointments for stakeholders using per-determined timeslots with RM staff,
  - Contacting stakeholders where clarification is required,
  - Providing accurate information or redirecting to the appropriate person,
  - Accepting payments of department related permits (sewer and water, lot grade, approach, culvert and cut), approach variances, and contractor licences.
- Support the Solid Waste, Recycling and Yard Waste Program by;
  - Receiving inquiries and concerns from residents, and following up with 3<sup>rd</sup>-party contractor to ensure service is provided,
  - Accepting payment for additional recycling bins,
  - Coordinating bin repairs and replacements with residents and staff; arranging for delivery by Operations staff,
  - Coordinating distribution of new property bins,
  - Receiving citizen requests for garbage/recycling service (i.e. new or repairs related to garbage/recycling carts), inputting serial numbers into database.

- Support the service request system administrator by;
  - Tracking department work requests and issues within the service request system,
  - Responding to inquiries from citizens and other stakeholders,
  - Receiving information (specifics of concern) and entering into the system,
  - Entering updates and supervisor's comments as instructed,
  - Bringing issues to the Administrator's attention as required.
  
- Provide general office administrative support by;
  - Processing documents and letters as required,
  - Reviewing, distributing and/or responding to incoming mail and messages from the general "operations" email address or forwarding email inquiries to the appropriate individual,
  - Scheduling utility location services as directed,
  - Gathering employee timesheets bi-weekly, forwarding to Administrative Assistant,
  - Registering employees for courses approved by their supervisor,
  - Preparing outgoing mail for pickup by Canada Post,
  - Closing the daily debit machine batch, ensuring debit receipts balance,
  - Coding invoices,
  - Entering approved sewer/water permits into the database,
  - Co-ordinating the destruction of records as per established protocol,
  - Ensuring an adequate supply of office stationary and supplies; ordering as required,
  - Monitoring the servicing and supplies for the printer.
  
- Perform other duties as assigned including;
  - Assisting with mass hardcopy mail-outs,
  - Providing backup for the other clerical assistants and the Administrative Assistant II as required.

**Credentials and Experience:**

- Diploma or certificate from a recognized post-secondary institution in a business related field, or equivalent combination of training and experience.
- Demonstrated proficiency in the use of business software, including Microsoft Word, Excel and Outlook.
- Demonstrated keyboarding skills; a minimum of 40 words per minute.
- Office experience with excellent communication and customer service skills.
- Experience in a municipal work environment would be considered an asset.

**Core Skills Knowledge and Abilities:**

- Working knowledge of Microsoft Word, Excel, Outlook, PowerPoint and experience with, or the ability to learn additional software.
- Knowledge of business/office procedure and methods including communications, office systems, and record keeping.
- Basic knowledge of accounting procedures would be considered an asset.
- Basic knowledge of municipal administration would be considered an asset.
- Knowledge of business communication; including style and format of letters, reports and email.
- Effective interpersonal, written and verbal skills.
- Experience in providing effective service to customers/the public.

- Demonstrated ability to work effectively within a team/other colleagues.
- Ability to process and record large volumes of information accurately.
- Strong organizational skills.
- Ability to maintain confidentiality regarding all work-related information.
- Ability to proceed with approved objectives and establish priorities.
- Satisfactory Criminal Record Check.
- Demonstrated ability to attend work regularly and punctually.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Light/office duties.
- Ongoing, daily use of computer equipment, technology, telephone & other office equipment.
- Vocal communication and hearing required for expressing or exchanging ideas and receiving/providing direction by means of the spoken word.

**Submit resume and cover letter in confidence;**

- By email to: [carli.maxim@eaststpaul.com](mailto:carli.maxim@eaststpaul.com)
- By mail or in person in a sealed envelope marked **APPLICATION – OFFICE CLERICAL ASSISTANT - OPERATIONS, Attention Carli Maxim**, R.M. of East St. Paul, Unit #1 – 3021 Bird's Hill Road, East St. Paul, Mb. R2E-1A7

***For more information, please contact;***

HR Specialist, [carli.maxim@eaststpaul.com](mailto:carli.maxim@eaststpaul.com)  
Rural Municipality of East St. Paul

***The R.M of East St. Paul wishes to thank all candidates for their interest in this position, however, only those individuals considered for an interview will be contacted.***