



DISTRICT OF HUDSON'S HOPE EMPLOYMENT OPPORTUNITY

DEPUTY CLERK: JOB DESCRIPTION

The current job description for the Deputy Clerk or Administrative Assistant outlines the following as the duties and responsibilities:

1. Attends the Council meetings and some committee meetings. Records and transcribes the minutes of those meetings.
2. Maintains the administrative records, bylaws and meeting minutes, including information pertaining to the municipal cemeteries. Maintains confidential personnel files, forms and requests.
3. Prepares and processes correspondence, reports, memoranda and records from rough copy and general instruction from members of the administration and the Council. Replies to email communications.
4. Photocopies and distributes agenda and other information packages as required.
5. Coordinates meetings and other related municipal functions. Prepares and distributes the notices of meetings as required.
6. Assists with the drafting of bylaws, resolutions and proclamations.
7. Updates, as directed, the list of electors.
8. Opens, date stamps, assigns file numbers and distributes all incoming mail and faxes.
9. Operates office equipment, including computers, photocopier, postage machine, calculators, fax machine, etc.
10. Acts as back up for incoming telephone calls and redirects to the appropriate person. Acts as the receptionist and provides information and other assistance to the public, or directs them to the appropriate staff members, when required. Performs basic cashier duties, including but not limited to: receiving payments for property taxes, utility bills and the sale of dog tags, souvenirs, plans, permits, etc.
11. Performs related duties as required.

Although the job description also states that “the duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work”, the following are also performed “inside” the normal line of work:

12. Required to deal with confidential issues and maintain confidential personnel files, forms and requests.

13. Performs all duties as the Deputy Corporate Officer, as required under the *Community Charter*.
14. Acts as the Deputy Chief Election Officer, when appointed, to assist the Chief Election Officer in meeting all legislated requirements for the municipal elections.
15. Acts as Cemetery Administrator and provides information and assistance to the public and complies with the Cemetery Management Bylaw and the *Cremation, Interment and Funeral Services Act*.
16. Completes grant applications and reporting as directed to by the Administrator. Tracks all grants applied for by the District and their current status.
17. Maintains and updates the District website. Ensures that Council agendas, minutes, calendars, bylaws, job postings, tenders, schedules, and current events are up to date.
18. (reword #3 to state) Prepares and/or drafts any correspondence, reports, memoranda and records as instructed by the Administrator and the Council. Reply to any emails or correspondence as instructed.
19. Prepares reports with recommendations to be presented to Council and approved by the Administrator.
20. Prepares job postings and completes the advertising as directed by the Administrator.
21. Recalls all seasonal employees prior to the opening of the appropriate facility. Advises administration whether past employees will be returning or if a job posting needs to be completed.
22. Coordinates and completes all required advertisements for all regular and special Council meetings. (partial re-wording for #5)
23. Coordinates and processes development notifications.
24. Maintains the records for all contracts entered into by the District. Tracking of deadlines of contracts and ensuring that renewals or new tenders are completed on time.
25. Advertises for the annual Financial Assistance Grants. Organizes meeting with non-profit groups and Council to review grant applications. Sends approval and denial letters to all grant applicants.
26. Advertises for Volunteer of the Year and ensures that the funds are disbursed in accordance to the Volunteer of the Year's request by giving information to the Deputy Treasurer.
27. Book appointments for Council to meet with Ministers, staff and other organizations during the annual UBCM convention. Create calendar and help prepare documents for Council.
28. Certifies legal documents and completes affidavits and oaths.
29. Completes researching projects as requested by the Administrator.
30. Issues hunting and fishing licences to the public.

31. Completes the hunting and fishing licences settlement report for each month and ensures payment is made by the deadline.
32. Handles enquiries and complaints and redirects to the appropriate person.
33. Prepares agendas and attends the Safety meetings. Records and transcribes the minutes of those meetings. Ensures that safety checks are completed by the appropriate people prior to the meeting.
34. Takes reservations for tent rentals and ensures that appropriate funds and insurance documentation have been received prior to set up.
35. Takes reservations for arena rentals and ensures that appropriate funds, insurance and contract documentation have been received prior to the event.
36. Acts as back up for receiving and processing applications for Autoplan insurance, including policy renewals, transfers, cancellations, special coverage's, etc. Receives payments and issues documentation. Receives and processes applications for new driver licences and renewals, which may require the administration of tests and arranging for driving examinations.
37. Assist public with enquiries for zoning, mapping and land titles.