



ADMINISTRATIVE CLERK CORPORATE SERVICES

POSITION SUMMARY

The Administrative Clerk is responsible of the provision of administrative and clerical support as well as staff scheduling for the Corporate Services and Planning and Economic Development departments. In addition, the Administrative Clerk will complete reception duties for the County's Administration office. The Administrative Clerk will carry out the duties in alignment to the organization's mission, vision and values, and work to further its priorities.

SUPERVISION RECEIVED

Works under the supervision of the Manager of Legislative Services/Clerk.

CORE COMPETENCIES

- Demonstrates the core Corporate competencies: Professionalism, Respect and Integrity; Client Service Orientation; Accountability Commitment and Perseverance; Communication; Innovation/Process Improvement; and Teamwork

KEY RESPONSIBILITIES AND ROLE EXPECTATIONS

- Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Federal, Provincial and Municipal statutes. Performs the responsibilities of the position consistent with the operational policies of the County of Frontenac

Administrative and Clerical

- Performs reception duties via telephone, email and in-person for Frontenac County corporate office
- Develops and maintains a solid working knowledge of the operations of the County in order to direct clients and customers to the appropriate resource and information
 - Provides administrative/clerical support to the Corporate Services Managers and the Planning and Economic Development department, as needed including:
 - Preparing correspondence for review by applicable manager
 - Preparing agendas and assisting in preparing presentations
 - Assisting with Council and Committee agenda compilation and the administrative follow-up
 - Assisting with all filing including archival
- Coordinates incoming and outgoing mail and deliveries, distributes mail and operates related equipment to perform same
- Provides photocopying, scanning, e-filing, faxing and other related services for the County corporate office and operates related equipment to perform same
- Sets up and maintains electronic and/or hard copy filing for associated responsibilities

- Coordinates ordering and receiving of office supplies and materials, etc. as directed
- Orders catering and other items, equipment and materials for meetings and functions as directed
- Assists in coordinating events, including logistics and coordinates requests for meeting space and equipment

Scheduling

- Schedules Corporate Services staff in accordance with the County's policies and procedures and the relevant collective agreement
- Maintains scheduling and shift filling databases
- Prepares statistical information as required
- Records employee in-service/training/conference attendance and forwards to Financial Services for appropriate action
- Follows up with Managers to ensure vacation/sick days are accurately reported
- Maintains frequent communication with Financial Services to facilitate timely and accurate payroll information and processing

Health and Safety

- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*

Other Duties

- Completes other duties as assigned

The foregoing description reflects the general duties necessary to describe the principle functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

EDUCATION AND EXPERIENCE:

- Grade 12 diploma plus an additional program, relevant to the position, of one year or equivalent (e.g. Administrative)
- Experience in a municipal or related setting dealing with the public, preferred

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated knowledge of effective command of office procedures
- Demonstrated strong communication skills, both written and verbal and ability to communicate information professionally, clearly and concisely to a diverse audience base
- Demonstrated knowledge of all legislation and regulations pertinent to the role as well as an understanding of policies and legislation affecting the department
- Demonstrated ability to be a team player who is able to establish and maintain effective working relationships with fellow employees, clients/resident/patients and the public


- Demonstrated respect for individual differences and competencies
- Demonstrated computer proficiency with Microsoft Office Suite of products including Word (Basic), Excel (Basic), and PowerPoint (basic) (will be tested), and experience using Outlook; demonstrated ability to use computerized scheduling systems, databases and related programs
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence in a professional, consistent and positive manner
- Demonstrated time management and prioritization skills with the ability to function within a fast-paced environment, responding with flexibility to changing priorities
- Demonstrated ability to adapt to change within an environment with a continuous process improvement mindset
- Demonstrated ability to build resiliency and be aware of own strengths and limitations
- Proven willingness to learn and acquire new information and skills
- Demonstrated commitment to client/resident-centered service/care
- Ability to problem solve using factual information
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgement
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation
- Demonstrated ability to attend work on a regular basis
- Satisfactory Criminal Record and Judicial Matters Check
- Demonstrated ability to meet the physical demands of the position

WORKING CONDITIONS:

- Interruptions in the work environment
- Periods of time sitting in meetings, viewing a computer monitor and keyboarding
- Multi-tasking environment and necessity to meet deadlines on a regular basis

COMPENSATION:

- Probationary period as per applicable Collective Agreement
- Compensation and benefits as per the Collective Agreement

Manager Signature:	
Date:	December 4, 2018