



FRONTENAC



The Corporation of the County of Frontenac is comprised of four departments: Fairmount Home, Corporate Services, Planning & Economic Development, and Emergency & Transportation Services, which includes Frontenac Paramedic Services, the Frontenac-Howe Islander Ferry, and Emergency Management. Geographically, Frontenac County encompasses four Townships – North, Central, South, and Frontenac Islands. Almost 4,000 square kilometres from the northern most tip to the Islands, Frontenac’s landscape and communities are richly diverse.

Job Posting:	Administrative Clerk – Full-time Permanent
Competition #: CS-18-022	Posting Period: December 6 – December 12, 2018
Wage Rate: \$20.63 per hour	Employee Group: 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.	
Education & Experience:	
<ul style="list-style-type: none"> • 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 	
Key Knowledge, Skills & Abilities:	
<ul style="list-style-type: none"> • 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 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 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 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 • Ability to problem solve using factual information • Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgement • Satisfactory Criminal Record and Judicial Matters Check 	
<p>Please submit your cover letter and resume in one document outlining your skills and qualifications as they relate to the position, quoting the competition # to humanresources@frontenacounty.ca Fax: (613) 548-8460</p> <p>For a complete list of duties and responsibilities, please see the job description.</p>	

The County of Frontenac is an equal opportunity employer. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accessibility accommodations are available for all parts of the recruitment process and applicants must make their needs known in advance.

Launch Your Career #inFrontenac