



JOB DESCRIPTION

Position: Administrative Assistant (auxiliary)

Union: CUPE Local 374

Approval Date:

1. FUNCTION

To work in the assigned municipal department(s) to perform a variety of clerical and administrative support tasks under the general supervision of the Department Director or Manager.

2. TYPICAL DUTIES

- a) Answer telephone and counter inquiries, providing information and assistance to the public.
- b) Digitize physical documents and plans by scanning and organizing files into electronic formats.
- c) File and organize correspondence and documents.
- d) Review and process requests for property information, including communication by telephone, email, and in person with property owners, residents, realtors, and other members of the public.
- e) Complete word processing, spreadsheet and data entry assignments as assigned.
- f) Perform other related duties as required.

3. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- a) Ability to deal effectively and courteously with the public, both by telephone and in person.
- b) Working knowledge of business English, spelling, punctuation and basic filing practices.
- c) Skill in operating a networked PC and various office productivity programs (i.e. MS Office) and scanning tools.

4. TRAINING AND EXPERIENCE

- a) Completion of Grade 12.
- b) Minimum 2 years of general office experience.
- c) Experience in dealing with the public.