



Township of St. Clair

Public Works Department

The Township of St. Clair is seeking a motivated individual for a **Part-time Administrative Assistant, Works** position within the Public Works Department.

Working under the direction of the Director of Public Works, this position is responsible for accepting and processing water account payments and various other Public Works and Engineering payments, balancing cash receipts and processing bank deposits, provides customer service to our ratepayers via front counter service, answering phones and processing mail. This role also assists all other operations and engineering staff in other administrative duties.

Education and Qualifications:

Required qualifications and experience will include a Community College diploma in business or accounting and a minimum of one (1) year experience or an equivalent combination of education, training, and experience. Related experience to include administrative experience, computer proficiency in accounting, spreadsheet and word processing software, good verbal and written communication skills with substantial contact with the public.

Compensation will be in accordance with OPSEU Local 123 Collective Agreement. The rate of pay will range from \$24.17 – \$28.71 per hour (OPSEU 2024 rate) and the successful candidate will assume a 24-hour work week. Only those candidates selected for interview will be contacted.

Candidates are invited to submit a resume in confidence clearly marked “Part-time Administrative Assistant, Works” to hr@stclairtownship.ca until May 6, 2025.

Please note this document is available in alternative formats upon request, to accommodate individuals with a disability beginning with the recruitment process. The Township of St. Clair is committed to providing accommodations for people with disabilities. If you require accommodation, please contact the Clerk's office and we will make all necessary arrangements to meet your needs.

St. Clair Township values the diversity of the people it hires and serves. Diversity at our Corporation means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of the Municipal Act and will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for employment purposes.