



Township of St. Clair

Clerks Department

The Township of St. Clair is currently seeking a candidate to fill a **Drainage Clerk** position within the Clerks Department.

Working directly under the Clerk/Deputy CAO, this position ensures all matters relating to the drainage process are followed; acts as Tile Loan Administrator to prepare tile debenture and loan documents for Council's approval and signature and forward to OMAFRA for purchase; provide clerical support to the Building Inspector; assist with the duties of the Administrative Assistant as required and assumes the duties of the Administrative Assistant in their absence.

Education and Qualifications

The preferred candidate will have a minimum of one year of post-secondary education. Related experience to include one year in a municipal office environment and in the Drainage Act and Tile Drainage Act; clerical administration and strong working knowledge of Microsoft Office Suite; and excellent communication and interpersonal skills.

Compensation will be in accordance with OPSEU Local 123 Collective Agreement. Please note that only those candidates selected for interview will be contacted.

Candidates are invited to submit a resume in confidence to hr@stclairtownship.ca by September 6, 2023.

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.