

MUNICIPALITY OF HURON SHORES

POSITION DESCRIPTION

Position: Receptionist/ Clerical Assistant	Date approved: July 8, 2009
Reports to: Clerk/Administrator	Approved by: Res. #09-16-29 Amended: Res. #18-21-32

POSITION SUMMARY:

Reporting to the Clerk/Administrator, this position is the initial contact person for individuals visiting or telephoning the Municipal Office. Duties will entail the processing of tax and cash book payments, as well as diverse clerical activities related to filing, facility bookings, coordinating appointments and statistical reporting.

Major Duties and Responsibilities:

- Greets visitors to the Municipal Office, answers phones and redirects calls as needed; records messages when individual staff members are not available; responds to general enquiries and complaints, as able;
- Receives Tax and Cash Book payments and issues receipts;
- Prepares and makes financial deposits;
- Maintains The Ontario Municipal Records Management System (TOMRMS) and Roll Filing systems;
- Issues Fire Permits and Dog Tags in accordance with municipal policies;
- Takes bookings of municipal facilities i.e. Arena and Community Centres;
- Maintains property ownership changes and completes MPAC reporting requirements;
- Coordinates appointments for Building Inspector; prepares and maintains building and demolition permit files; and completes

reports and statistical summaries for Municipal Property Assessment Corporation, Statistics Canada and Canada Mortgage and Housing Corporation;

- Maintains Landfill Site Log Sheets;
- Prepares Chain of Custody Reports for Water Samples and logs results;
- Assists individuals with Cemetery queries, plot purchases and processes associated contracts;
- Back-up to Receptionist/Accounting Assistant and Administrative Assistant;
- Other duties, as assigned.

Education/Experience/Skills

Education: A college diploma in a related discipline or an acceptable combination of education and related experience. Completion of the Municipal Accounting and Finance Program and/or Municipal Administration Program preferred.

Experience: Minimum one (1) year related experience.

Skills: Good interpersonal and communication skills (oral and written). Good level of computer literacy and filing skills. General knowledge of municipal accounting requirements and practices.

Independence of Action

The work requires the application of established methods or procedures.

Impact of Errors

Errors could result in a minor loss of time or resources and may affect the work of others.

Contacts

Courtesy and tact required in explaining, exchanging data or information.

Leadership

Leadership responsibility is not normally part of the job requirement.

Physical Demands/Sensory Demands

Majority of work is performed in a typical office setting. Visual concentration required when inputting computer data and accurate filing. Aural concentration required when answering the telephone, responding to enquiries and/or complaints, taking messages etc. Occasionally required to lift and/or move items of a medium weight.

Working Conditions

Work is usually performed in a typical office setting. Occasionally required to deal with difficult people. Frequent interruptions.