



EMPLOYMENT OPPORTUNITY

Clerks Department – Clerks Jr. Assistant, contract

The Township of Uxbridge is accepting applications for a Summer Student placement within the Clerk's Department. An applicant should be currently enrolled in a post-secondary education program and returning to continue their education in September 2024.

Duties and Responsibilities

- Assists with file maintenance, including Laserfiche scanning and index updating.
- Provides main receptionist relief, including mail processing.
- Completes various tasks as assigned by Clerk and Deputy Clerk.

Qualifications and Competencies

- Excellent oral and written skills
- Superior customer service skills and ability to deal with the public and staff in a courteous and tactful manner
- Proficient in the use of computers and current related software
- Self-starter with demonstrated strong time-management and organizational skills
- Must possess valid Driver's Licence

If you are interested in joining our team, please forward your resume to Emily Elliott, Deputy Clerk to ee Elliott@uxbridge.ca, specifying the role you are interested in. Resumes will be accepted until **March 29, 2024, at 4:00 p.m.**

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy September 23, 2021, COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.