

Sept. 4, 2024

R.M. of Val Marie No. 17
Invites applications for the position of
CLERK – Joint Office

5 days (40hrs) per week - Permanent

Join our team as an office clerk!

The Clerk supports the administration of the R.M. of Val Marie and the Village of Val Marie in a joint municipal office setting. This office is also an SGI Issuer through Cornet Agencies.

Key Responsibilities:

- Handle incoming calls and emails, receipting and depositing.
- Carry out SGI Issuer transactions.
- Maintaining and organizing files and records.
- Providing support to the Administrator and Assistant Administrator as requested.
- Cleaning the municipal office.

In order to succeed in this position, the candidate will have:

- Strong communication and organizational skills.
- Proficiency with Microsoft Office products and Windows software.
- Ability to multi-task and prioritize effectively.
- Be able to fulfill cleaning duties.

A detailed job description is attached. A comprehensive benefit package will be offered along with a competitive wage.

Start date: October 7, 2024

Please submit a resume, cover letter, and two references to:

Cathy Legault, Administrator
R.M. of Val Marie No. 17
Box 59, VAL MARIE, Saskatchewan, S0N 2T0
email: cathy@valmarie.ca

Application Deadline:

Thursday, September 19, 2024 at 12:00 p.m. (noon)

R.M. of Val Marie No. 17

Job Title:	Office Clerk – Joint		
Department/Group:	General Government	Tenure:	Permanent, Full-time 40 hrs per week
Location:	Val Marie, Saskatchewan	Hours of Work:	8:30 am – 4:30 p.m. Monday - Friday (with variation so that cleaning can be done outside of office hours)
Level/Salary Range:	\$18-22/hour		
Reports to:	Joint Office Administrator		

Job Description

ROLE AND RESPONSIBILITIES

The Office Clerk is responsible for basic office duties within the joint municipal office. The clerk is the first point of customer contact and will manage most in person and phone transactions at the front counter for the R.M. of Val Marie, the Village of Val Marie, and Val Marie Agencies.

All responsibilities below are conducted on behalf of the R.M. of Val Marie, the Village of Val Marie. Duties for Cornet Agencies are noted separately.

- Accounting/Clerical Responsibilities:
 - Receipting, deposits, entering invoices for payment, data entry into municipal software, filing, data entry.
 - Answering phones, emails, first point of contact duties.
 - Updating joint website.
 - Assisting the Administrator and Assistant Administrator as requested.
- Cornet Agencies Inc. - SGI Issuer duties, assisting customers with completing autopac applications, receipting payments for Val Marie/Cornet Agencies, financial reporting, depositing.
- Cleaning the Office. A checklist of weekly, monthly, and annual tasks will be provided. Primary responsibilities will include (but is not limited to):
 - Cleaning floors and area rugs (vacuuming, sweeping, mopping); cleaning bathrooms; dusting counters, desks, chairs, office equipment; cleaning the meeting room and dishes after meetings; Washing walls, doors, and windows, blinds; dusting light fixtures and changing bulbs.
 - Identifying any mechanical (HVAC) or plumbing deficiencies and reporting them to the appropriate person.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Grade 12 Certificate
- Be bondable.
- Submit a criminal records clearance as requested.
- Hold a valid Class 5 Drivers License and have a personal vehicle available from time to time to travel for municipal purposes which you will be reimbursed a mileage rate for. Exceptions may be made for medical reasons why a driver's license can't be held provided travel can still be arranged whenever necessary.
- Knowledge of Munisoft, Microsoft Office, and basic office procedures.
- SGI Licence Issuer Certification
- Any trainings as required by internal policy (ie: cyber security, workplace matters, OH&S)

R.M. of Val Marie No. 17

- Other Duties & Commitments
 - Travel as required for trainings, certifications, and professional development opportunities.
 - Providing a Personal Cell Phone - A \$12.50 per pay period phone allowance will be paid providing our personal phone is made available for work calls/texts.

PREFERRED SKILLS

- **Technical Skills:** knowledge of accounting processes. High level organization, time-management, confidence and drive is required.
- **Communication Skills:** ability to express themselves professionally and capably with email, texting, in person, on the phone, and through other forms of written medium. Ability to explain or give clear information on policies or processes regarding customer inquiries.
- **Analytical and Problem-Solving Skills:** ability to take a proactive action to solve problems and research options independently. Ability to look and think ahead and anticipate work tasks and deadlines.
- **Interpersonal Skills:** ability to demonstrate exceptional people skills when working with the different stakeholder groups involved: the public, ratepayers, council members, employees, and other government agencies.
- **Project Management Skills:** ability to see a project through from start to finish and be able to react to pre-empt problems as they arise.

ADDITIONAL NOTES

Updated by:	RM of Val Marie Council	Date:	August 13, 2024
Employee Signature:		Date:	