



Committee Assistant

Hourly Rate: \$22.44-\$26.79
(6 Month Contract – 35 hours/week)

Applications are invited from qualified and interested candidates for the above-noted position in the Clerks Department.

The Committee Assistant is responsible for Committee support under the direction of the City Clerk and provides administrative and clerical support as required. Major responsibilities include preparing Committee related documents technical support as well as coordinating with Committee, Council, and senior staff.

The Committee Assistant will work 35 hours per week, however daily hours of work will vary dependent on meeting schedule. Attendance at evening meetings is required.

Qualifications:

- College diploma in business/office administration or equivalent
- Minimum of two (2) years of office experience with preference given to municipal government experience
- Knowledge of general office procedures including preparing documents and record management systems.
- Demonstrated experience in taking notes, preparing minutes and documentation with attention to detail and high level of accuracy.
- Strong computer skills using Microsoft Office suite including Adobe, Acrobat, Word, Excel and database experience.
- Capacity to adapt to changing priorities within a work environment that is subject to frequent interruptions.
- Knowledge of iCompass Meeting and record management software is an asset.
- Effective verbal and written communications skills.
- Works well independently and as part of a team environment as necessary.

A complete job description is available upon request.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified applicants must submit a cover letter and resume marked "Committee Assistant" to the following on/before Monday, August 22, 2022, at 4:00 p.m.:

Human Resources Department
City of Brockville
P.O. Box 5000
1 King Street West
Brockville, Ontario K6V 7A5

email: hr@brockville.com

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.