Job Title:	**Corporate Assistant**
Division:	Corporate Services
Reports to:	Deputy Treasurer
Last Revision:	2026

Job Statement

The Corporate Assistant will provide administrative support to ensure the effective and efficient operation of the municipality. This role involves managing day-to-day office tasks and supporting the Corporate Services Department and other Departments as required. The Corporate Assistant provides customer service and administrative support to the Corporate Services Department.

Essential Functions

1. Provides on premise general reception/front counter services, such as taking payments and processing mail.
2. Collects and maintains general funds, tax and water payments, and general receivables. Balances cash drawer and prepare deposits.
3. Addresses client inquiries and service requests through the general information mailbox, website, and answering the main telephone line.
4. Provides administration support to the Corporate Services Department, including but not limited to: data entry, inventory control, scanning invoices, and records management, as well as accounts payable and accounts receivable support.
5. Provides administrative support to the Fire Chief, Deputy Fire Chiefs, and Fire Prevention Officer with tasks such as; coordinating schedules, assisting with communication, maintaining organizational systems, etc.
6. Maintains excellent written notes and files, ensuring files are kept up-to-date and accurate. Provides and always maintains a high degree of confidentiality and security of information. Ensures proper management and retention of departmental records.
7. Assists with the preparation of reports and procedures. Prepares agendas and minutes for departmental meetings as directed.
8. Assists with taxation and utility billings and work orders.
9. Processes dog licenses, fire permits, etc. and maintains logs with other staff.
10. Processes ownership changes in a timely manner.
11. Maintain pre-authorized programs, including mortgage companies.
12. Process tax certificate requests.
13. Assists the Municipal Clerk with municipal elections as an Election Assistant.

14. Performs the responsibilities of the position within the standards set out in applicable legislation and consistent with operational policies.
15. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the Township's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

Job Specifications

1. Grade 12 or equivalent.
2. Six months experience in providing administrative support.
2. Minimum of three months of municipal and/or finance experience required.
3. Training in finance and bookkeeping preferred.
4. Time management proficiency in managing one's own schedule and deadlines.
5. Customer service and cash handling experience required.
6. Demonstrated financial literacy.
7. Computer proficiency and attention to detail.
8. Demonstrated organizational, multi-tasking and interpersonal skills.
9. Ability to work independently with the necessary communication and writing skills with a strong sense of public service.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.