



## The Corporation of the Township of Bonfield Job Description

**Position:** Office Clerk I (Full-Time, 40 hours/week)  
**Reports to:** Deputy Clerk-Treasurer  
**Date:** July 20, 2021

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### **Position Overview**

The primary purpose of the Office Clerk I is to ensure that all administrative functions as it relates to the township office are completed under the direction of the Deputy Clerk-Treasurer. This position will from time-to-time support administrative facets from all municipal departments and work closely with township residents.

### **Responsibilities**

- Full receptionist tasks and responsibilities including greeting township residents in person, by phone or email. Provide responses to general inquiries or direct public to appropriate departments based on their request.
- Process payments either in person or online for all payments which includes taxes, licenses, permits, certificates and other revenues.
- Sort and distribute incoming mail and prepare outgoing mail.
- Undertake bookkeeping tasks including reconciliation of cash receipt journal, perform daily cash deposits, processing cheques and payments.
- Support preparing council and committee meeting minutes and agendas, municipal by-laws, forms, licenses, permits, newsletters and other correspondence as required.
- Monitor stocks of office supplies and replenish when there are shortages.
- Utilize office equipment such as photocopier, printers, fax machines and computers.
- Assist in office management and organization procedures.
- Update the Township website as needed.
- Perform other office duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Familiarity with office procedures and basic accounting principles.
- Customer service skills to appropriately handle inquiries from the public and judgement to escalate as necessary to appropriate departments.
- Excellent communication skills.
- Good attention to detail.
- Knowledge of office equipment (copiers, fax, computers) and computer software (Microsoft Office Suite, online applications).

- Very good organizational and multi-tasking abilities.
- Can work well under pressure to meet deadlines, adaptable to changing circumstances.

### **Education and Experience**

- Completion of high school diploma. Completion of post-secondary education in office administration considered an asset.
- Reception and/or office administrative experience.
- Customer service experience.