



City of Stratford

Part Time Clerk Secretary II

Job Posting: 39-2021

Date Posted: July 14, 2021

Annual Salary: \$28.32 - \$30.13 (2020 rates)

Closing: Wednesday July 28, 2021

Department/Division: IT/Corporate Services

Duties:

- Reports to the Manager of Information Technology. Performs administrative, clerical, customer service, record-keeping, inventory tracking, accounts payable and receivable functions within the Information Technology Division of the Corporate Services Department.
- Provides general information; responds to telephone, in person or electronic inquiries, takes and relays messages to the appropriate person or department.
- Keys in, edits, proofreads and finalizes correspondence, agendas, minutes, reports, statements, forms, presentations and other documents from notes, corrected copies or brief instructions.
- Performs data entry and tracking on automated and other systems, including but not limited to contract management, vendor management, resource management, tenders and project management.
- Processes incoming and outgoing manual and electronic mail.
- Invoices, receives and processes payments for departmental goods and services (i.e., accounts payable/receivable).
- Prepares draft tendering documents, addendums, timelines for projects.
- Maintains department record keeping/filing systems according to record retention and disposal systems.
- Schedules/arranges meetings and training.
- Maintain and update City's internal and external website by posting forms, notices, documents, events etc.
- Set up, change, and/or remove employee access to the City's internet and intranet.
- Provide new users with basic training of the City's website.
- Order's office supplies and maintains IT inventories.

- Assists in maintaining a safe work environment.
- Performs other related duties as assigned

Qualifications:

- Community College Diploma (1 year) in Office Administration.
- Minimum 3-6 months related professional experience.
- Ability to operate standard and specialized software systems.
- Testing will form part of the qualifications

To apply for this position:

Submit a resume, clearly outlining your qualifications and experience, quoting the job posting number in the subject line to hr@stratford.ca. Please do not submit duplicates. Attachments should be in PDF format. Applications will be received until Wednesday July 28, 2021 at 4:30 pm.

Accommodations are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.

While we appreciate all applications received, only those selected for an interview will be contacted.

Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 336.

Human Resources Department

City Hall, P.O. Box 818
Stratford, ON N5A 6W1
hr@stratford.ca

519-271-0250 x 274
www.stratford.ca