



## **City of Stratford**

### **Clerk Secretary II – Permanent, Part Time**

Job Posting: 63-2021

Date Posted: November 4, 2021

Hourly Rate: \$29.78

Closing: Friday November 19, 2021

Department/Division: Facilities/Community Services

#### **Duties:**

- Reporting to the Administrative Assistant to the Director of Community Services, the Clerk Secretary II position performs administrative, clerical, customer service, record-keeping, facility bookings, accounts payable and receivable functions within the Recreation, Facility, Parks and Cemetery Divisions
- Greets public; 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, notices, 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 department statistics, databases, mailing lists, invoices, payroll data, purchase orders, petty cash and work orders.
- Sorts, processes and verifies applications, registrations, receipts, expenditures and other documents in accordance with established procedures.
- Processes incoming and outgoing manual and electronic mail.
- Invoices, receives and processes payments for departmental goods and services (i.e. accounts payable/receivable, including preparation of bank deposits for financial systems).
- Photocopies and collates documents for distribution, mailing and filing.
- Maintains department record keeping/filing systems according to record retention and disposal systems.
- Schedules/arranges meetings and use of departmental facilities.
- Orders office supplies and maintains inventories.

- Arranges for servicing/repairs to office equipment or machinery as required.
- Assists in maintaining a safe work environment.
- Receives and processes requests from public and private groups for use of community facilities including issuing of contracts, collection of payments and related documents and tracking/balancing of customer accounts.
- 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](mailto:hr@stratford.ca). Please do not submit duplicates. Attachments should be in PDF format. Applications will be received until November 19, 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](mailto:hr@stratford.ca)

519-271-0250 x 336  
[www.stratford.ca](http://www.stratford.ca)