

Corporate & Social Services Department

The Corporate & Social Services Department provides all the common business and government support services necessary to allow the municipality to function efficiently and effectively. These services have been allocated into four divisions: Citizen & Legislative Services, Human Resources, Legal & Support Services, and Grandview Lodge. The Corporate & Social Services Department is a resource to other County departments, focusing on customer (both internal and external) service and satisfaction.

Citizen & Legislative Services Division

Responsibilities include:

- Council secretariat
- Freedom of information requests
- Issuance of licenses and permits
- Customer Service
- Municipal elections
- Delegations
- Provincial Offences Act administration
- Vital statistics registration
- Records management

Student Assistant, Legislative Services

2020 Rate – \$15.40 / hour; 35 hours / week, Monday to Friday

This position will provide assistance to staff in the Citizen & Legislative Services division, and undertake projects as assigned.

To be considered, you must be enrolled in post secondary education and returning to school on a full-time basis in September 2020.

Student Assistant, Citizen Services

2020 Rate – \$15.40 / hour; 35 hours / week, Monday to Friday

This position will be responsible for Customer Service Representative duties at the Cayuga, Dunnville and Caledonia offices. Responsibilities include cash handling, and interaction with the public.

To be considered, you must be enrolled in post secondary education and returning to school on a full-time basis in September 2020.

A valid Ontario Driver's License and access to a reliable vehicle is required

** If you are 18 years of age or older, a current Criminal Record / Police Record Check (OPP Form LE 219E or similar) is required to work in this position. Any cost related to obtaining this report is your responsibility.