

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
 - Business Licencing
 - Provincial Offences Act administration
 - Vital statistics registration
 - Records management
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Student Assistant, Citizen & Legislative Services

Rate: \$15.70 / hour (October 2020) - up to 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 2021.
