



2022 STUDENT VACANCY POSTING

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| | EMPLOYEE GROUP: CUPE Hours worked per week: up to 35 |
| Position: Student Assistant, Clerks Grade: Student 2 Wage Rate: \$15.785 / hour (October 2021) | Department / Division: Office of the CAO / Clerks |

DIVISION OVERVIEW:

Division responsibilities include:

- Council Services
- Municipal Freedom of Information Requests
- Vital Statistics
- Death Registrations
- Records Management
- Municipal Elections
- Police Services Board Administration

PURPOSE OF POSITION:

Reporting to the Clerk, the incumbent will:

- provide clerical assistance relative to the various responsibilities of / or undertaken by the Clerks Division.

EDUCATION & EXPERIENCE:

- Must be enrolled in post secondary education and returning to school on a full-time basis September.

Accountabilities / Tasks

Include, but are not limited to, the following:

- Assist with corporate / department / division filing and records retention activities.
- Attend the records centre regularly to provide corporate retention and retrieval services under direction of Information & Privacy Coordinator.
- Assist with preparation for annual records destruction process under direction of Information & Privacy Coordinator.
- Prepare notices and mailings as required.
- Sort, process and distribute incoming and outgoing mail as required.
- Perform various photocopying assignments when required.
- Assist with various activities relative to Municipal Elections as required.
- Undertake or assist with various tasks / projects other than the above on an as-required basis.

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

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| - a current (within the past 6 months) Police Check | NO |
| - Valid class G2 License | YES |
| - COVID-19 vaccine (must be fully vaccinated) | YES |

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.