

JOIN OUR TEAM!



THE ROLE

Student Assistant, Clerks

This is a **temporary full-time** role at the County. The hourly compensation for this role is **\$18.205**.

THE OPPORTUNITY

Join our dynamic team in the Clerks Division, where we oversee a wide range of crucial services vital to our community!

As the Student Assistant, you'll play a pivotal role in supporting the Clerks Division. The position involves providing valuable clerical support and contributing to the smooth operation of the Division. This unique opportunity provides hands-on experience while playing a central role in the efficient functioning of our local government.

If you want to learn more about and gain experience in clerical work, please apply today to become an essential part of the Haldimand County Team!

THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Business Casual Workplace
- Wellness Programs
- Safe & friendly Work Culture
- 35 Hour Work Week
- Career Growth
- Networking Opportunities



- Enrolled in post-secondary education
- Returning in September full-time



- No prior experience required

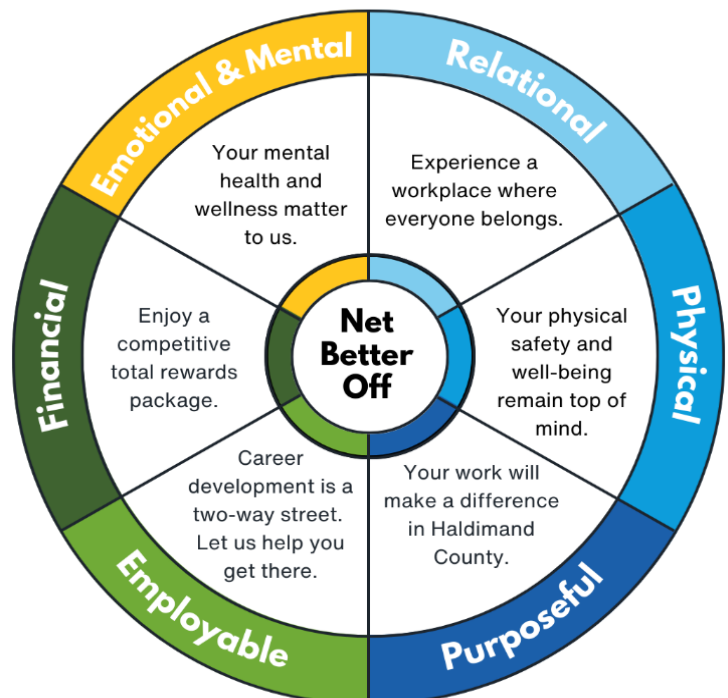


- Self-Direction
- Interpersonal Communication
- Active Learning

THE COUNTY

Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding experience where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.



THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **March 31, 2024 at 4:30 p.m.** Visit our careers page for more opportunities.

JOB DESCRIPTION



Student Assistant, Clerks

POSTING PERIOD: December 15, 2023 – March 31, 2024	Employer Group: CUPE 4700 Local (Haldimand) Reporting To: Clerk
Grade: Student 2 Wage Per Hour: \$18.205 / per hour (October 2023)	Position Status: Temporary Full-Time Hours Worked Per Week: Up to 35 Location: Haldimand County Administration Building

CORE COMPETENCIES:

Self-Direction | Interpersonal Communication | Active Learning

POSITION & DIVISION SUMMARY:

The Clerks Division assumes responsibility of an array of essential services, including Council support, Municipal Freedom of Information Requests, Vital Statistics, Death Registrations, Records Management, Municipal Elections, and Police Services Board Administration. The role of Student Assistant, Clerks, will involve providing clerical support in connection with the diverse tasks carried out within the Clerks Division.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

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

Experience

- No prior experience required, however, any current related experience is considered an asset.

Knowledge/Skills

- Attention to detail is crucial.
- Excellent written and oral communication skills are essential.
- Time management skills and the ability to work independently will be beneficial for this position.
- Technology Aptitude
 - Demonstrated fundamental computer skills to perform basic tasks on various technological devices and programs while adhering to cybersecurity and an awareness of best practices.
 - Beginner's knowledge of MS Office (Word, Excel, Outlook, PowerPoint)

RESPONSIBILITIES

The incumbent is expected to but not limited to:

Functional

- Records Management
 - Assist with corporate/division records retention activities.

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

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

POSITION REQUIREMENT(S):

Valid Ontario Driver's License	G2 License or Equivalent
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Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.