

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Council Services Clerk

Administrative Level 4

Legislative Services

Up to a 13 Month Term

The Council Services Clerk position is responsible for performing a variety of administrative, financial and clerical duties for the Legislative Services Department including handling public and internal inquiries and concerns. This position provides exceptional customer service while adhering to the regulatory requirements of legislation, by-laws, and policies administered by the Corporation.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., or Mature High School Diploma;
- Prepared to complete coursework in Manitoba Municipal Administrators Association;
- Commissioner of Oaths for the Province of Manitoba; or obtain within six months;
- Hold and maintain Class 5 Province of Manitoba driver's license;

PREFERRED QUALIFICATIONS & EXPERIENCE

- Post-secondary certification in office or business administration preferred;
- Three (3) years in a secretarial/administrative field to have demonstrated competence in related tasks.

Competition # 190039

Please apply with a cover letter and resume on-line at:
<http://jobbank.brandon.ca/>

Posted on: May 3, 2019

Applications will be accepted until 11:59 p.m. on May 17, 2019.

Rate of Pay:

\$23.16 - \$24.26 per hour - 2018 rates.

This opportunity is open to all applicants, however first consideration will be given to current City of Brandon CUPE employees.

The selection process for this competition will include testing and an interview.

The City of Brandon reserves the right to underfill this position.

Position Conditions: This is a full-time, term position of 36.25 hours per week. It will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

For complete position details and requirements see the Job Description on the City of Brandon website.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

Serving and Building Community.