

CITIZENS FIRST THROUGH SERVICE EXCELLENCE

*We have an exciting opportunity in the
By-law and Compliance Department for an experienced and motivated individual*

**CLERICAL ASSISTANT
(2 Positions – 6 Month Contract)
FILE 14-1975-LC**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

As a first point of contact in dealing with the public, this position is responsible for providing clerical and reception support services to the By-law & Compliance Department, including telephone and counter reception; receives, assesses, enters complaints, and directs to the appropriate officer; keyboards, files, responds to enforcement related enquiries; prepares letters, notices, court prosecution files; minute taking; continually handles confidential information. Provides support to the Office Coordinator, Managing Supervisor and Director. Provides back-up to the Animal Services Clerk, as required.

Qualifications and experience: Successful completion of a Post-Secondary Diploma in Business Administrative or Legal field, or suitable equivalent. Successful completion of a business writing course. Minimum of two (2) years of administrative / clerical experience, preferably in a Municipal Law Enforcement environment. Demonstrated ability to deal effectively and courteously with the Mayor and Members of Council, all levels of staff, and the general public. Ability to conduct themselves in a calm and professional manner when dealing with the public, external agencies and all levels of staff. Comprehensive knowledge of alpha, numeric and chronological filing systems required. Highly proficient keyboarding, filing and record keeping skills. Proficiency utilizing personal computers and various software packages including word processing, email, database and spreadsheet applications. Specialized knowledge of the following programs: Ticket Tracer, MES/MESMAX, Shelter Lynx, VTax, Versatile records system, or suitable equivalents, Case Tracking System, use of GPS tracking technology. Strong communication skills, both oral and written, coupled with effective listening skills. Possess analytical and sound decision making abilities coupled with basic knowledge of (10) ten codes/signals. Ability to multitask in a fast paced / time sensitive environment, and work independently to complete daily activities. Proven ability to extract information and accurately report on status of investigations in a written format. Knowledge of Municipal Freedom of Information and Protection of Privacy Act as it relates to job functions, and solid judgement skills in the preparation of updates and reports in keeping with the Freedom of Information legislation. Must be flexible in work schedules with the ability to work shifts, including evenings, weekends and holidays, as required.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please forward your resume in MS Word or PDF only, quoting **File 14-1975-LC** in the subject line by **Friday September 5, 2014** to:

Human Resources Department
City of Vaughan, 2141 Major Mackenzie Drive
Vaughan, ON L6A 1T1
Fax 905-832-8575
resume@vaughan.ca

Please note that only candidates selected for interviews will be contacted.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.