



Employment Opportunity

Administrative Clerk

Permanent Full-time, Salary Level 3 \$50,000 - \$63,000

The County of Annapolis is currently seeking an Administrative Clerk to join their team. This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

The Administrative Clerk shall be responsible for performing the duties of Municipal Clerk in the absence of the Municipal Clerk, provides administrative support to designated staff, acts as the main staff resource person for the Municipal Clerk's office as it relates to records management, attends meetings of Council or Committees, assists Municipal Clerk with meeting preparation and support, reviews all incoming correspondence and other documents submitted to the Warden, acts as recording secretary for the Nominating Committee, supports the Office of Warden with arranging meetings, undertakes research, coordinates training, workshops, and educational sessions for Council members, coordinates the collection, reporting, and posting of quarterly and annual financial and hospitality reporting of expenses for Council members and Chief Administrative Officer, assists the Municipality's Freedom of Information and Protection of Privacy Administrator, tracks articles and stories on media outlets daily, develops regular opportunities for Warden and Councillors to improve community visibility and outreach, prepares reports for Municipal Clerk, and carries out other duties and responsibilities as may be assigned from time to time.

Qualifications:

Candidates for this position must possess as a minimum, a degree, diploma or certificate in business administration, administrative management, or a similar educational program, or a combination of these educational requirements and lived experiences that meet requirements. Additionally, the candidate must have a minimum of five (5) years' experience working in a public sector organization that provided significant experience with government agencies, documentation classification and management, and collaboration with elected officials, with preference given to those whose experience is directly or indirectly working with a municipal or provincial government organization, or a combination of formal experience and lived experiences.

A complete Job description can be found on our website: www.AnnapolisCounty.ca

This employment competition will remain open until the position is filled

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Applications will not be accepted via Social Media (Facebook)

The County of Annapolis thanks all those for applying but only candidates selected for an interview will be contacted