



| Job Title | Manager's Job Title | Department |
|----------------------------|---------------------|------------|
| Summer Student – Town Hall | Town Clerk | Town Hall |

Summer Student – Town Hall

Reports To

Town Clerk

Position Summary

Under the direction of the Town Clerk performs tasks related to the operation and maintenance of the Battleford Town Hall. This includes front-counter customer relations tasks (ex., receipting, answering municipal questions), physical and electronic filing, assisting various clerk and manager positions within Town Hall, and other administrative tasks as assigned. This is a direct, hands-on in-scope position that is included in the Collective Bargaining Unit CUPE Local 3003. The position is not subject to annual layoff and recall notices.

Competencies

- Accountability - takes ownership of personal workload.
- Communication - expresses and transmits information with consistency and clarity.
- Conflict Management - foresees potential conflict and takes preventative steps. Handles conflict when it arises; assisting with resolution or determining solutions.
- Decision Making - makes concrete, well-informed, and thought-out decisions that support the overall organization. Has the ability to make quick, effective decisions even when data and details are limited.

Job Duties

- Perform tasks related to keeping records organized and filed in a prompt manner.
- Work with co-workers to co-ordinate and facilitate accurate methods of records retention for municipal requirements and future clarity.
- Complete all appropriate records, forms, and logs as required.
- Assist with creation of various reports using digital skills, such as Microsoft Word, Excel, and Outlook.
- Other administrative tasks as deemed necessary by the Town Clerk.



Job Requirements

- Ability to effectively communicate both verbally and in writing.
- Ability to work under supervision and to work independently; to follow oral and written instructions; and to meet and deal tactfully with the public.

Work Conditions

- Extended periods of sitting.
- 37.5 hours per week.
- Expected employment is from May 19th to the last week in August. An earlier start date may be accommodated if requested.

Forward cover letters and resume to Landon Chambers:

- cao.landon@battleford.ca

- Drop off at Town Hall at 91 - 24th Street, Battleford

- Mail to Box 40, Battleford SK S0M 0E0

306-937-6200

Applications will be accepted until the position is filled.