



## DISTRICT OF 100 MILE HOUSE

### JOB DESCRIPTION

<b><u>TITLE:</u></b>	Office Assistant
<b><u>OPERATIONS:</u></b>	Corporate Administration / Finance
<b><u>AFFILIATION:</u></b>	The International Union of Operating Engineers, Local #959
<b><u>SUPERVISION:</u></b>	This incumbent shall be under the direction of the Director of Financial Administration.

#### **GENERAL STATEMENT:**

This position is responsible for clerical duties assigned within the Municipal Office. The position reports to the Director of Financial Administration.

#### **LISTS OF TYPICAL DUTIES:**

In addition to those prescribed by statute or other bylaws or resolution of Council, the powers, duties and responsibilities of the Office Assistant shall be to:

- ❖ Answer all incoming telephone calls and redirect to the appropriate person. Acts as receptionist and provides information and other assistance to the public, or directs them to the appropriate staff member(s).
- ❖ Deliver deposits to the bank.
- ❖ Pick up, open and distribute regular incoming mail; process outgoing mail, and stamp according to postal regulations using postage meter.
- ❖ Monitor office stationery and order supplies when required. Keeps staff room stocked with coffee, etc.
- ❖ Initiate necessary repairs of the switchboard, telephone equipment, photocopier and other department office equipment.
- ❖ Function as the Filing Clerk for the Clerk's department, filing and retrieving documents, both electronically and in hard format.

- ❖ Collect, process, and reconcile Building Permits. Respond to requests from customers, outside agencies and other departments. Prepare all monthly and yearly reports.
- ❖ Process all new business license applications and changes for existing businesses as required.

This classification is to be identified for probationary periods and/or for casual employees.

**Other Related Duties**

- ❖ Attends the front counter and uses the cash receipting system.
- ❖ Fills in for Accounting Clerk, as required.
- ❖ Provides support and assistance as necessary for the offices of Corporate Administration, Building Inspection/Bylaw Enforcement, Community Services and Planning.
- ❖ Other duties or projects as assigned.

**QUALIFICATIONS, SKILLS & EXPERIENCE**

- ❖ High School graduate with a secretarial background or equivalent combination of training and experience.
- ❖ Good working knowledge of computer systems.

**Other Skills/Knowledge**

- ❖ Must be able to deal with the public and other employees in a tactful, confidential and courteous manner.
- ❖ Must be able to meet specified deadlines and to work under general supervision

The above statement is a general description of the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

**February 2026**

**IUOE 959 Collective Agreement Wages**

2026 \$25.10

2027 \$25.85