



EMPLOYMENT OPPORTUNITY

Administrative Clerk III

Full-Time, (Union Position)

Position Summary

Routine activities shall include, but may not be limited to the following:

- Maintains Public Reception Counter and responds to public inquiries.
- Receives and processes all incoming payments
- Responsible for bank reconciliations and bank deposits
- Processes routine municipal permits

The Administrative Clerk III is under the supervision and reports directly to the Clerk Treasurer Administrator. A full job description is available upon request.

Qualifications Required

- High School Graduate
- Post-Secondary Accounting Education is desirable.
- Achievement in Fundamental Accounting Course
- Excellent Public Relations Skills
- Current First Aid / CPR / WHMIS certifications are desirable

Rate of Pay

\$32.08 / hour after completion of probation.

Closing Date for Applications

August 13, 2026 at 11:00 a.m. at the Municipal Office.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of job selection.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter if they are from any of the following groups: Aboriginal people, visible minorities and persons with a disability.

We thank all who apply and advise that only those selected for further consideration will be contacted.

Inquiries should be directed to Shannon Jeffries, Clerk Treasurer Administrator – Ph. (807) 222-3624 ext. 1027.

Applications should be directed to Shannon Jeffries, Clerk Treasurer Administrator, at the address listed below or to sjeffries@ear-falls.com.