



Employment Opportunity Legislative Clerk

The Town of Essex is currently accepting resumes for the position of Full Time Legislative Clerk. Reporting to the Town Solicitor/Clerk, this position is primarily responsible for providing the Legal and Legislative Services Division with administrative support. The Legislative Clerk carries out a variety of duties required by the Municipal Act and other applicable legislation, Town of Essex By-Laws and as further directed by the Town Solicitor/Clerk. This would include assistance of all aspects of Council meeting management including the preparation of meeting agendas, recording of minutes, and preparation and preservation of official town records.

Skills and Qualifications Requirements

- Minimum completion of a two (2) year post-secondary law clerk or paralegal program
- Minimum one (1) year of experience working in a legislative services department, law office or similar work setting
- Understanding of legal terminology, legal documents and ability to locate and read legislation
- Knowledge of Land Records software (Teraview) and title search/registration processes would be considered an asset
- Knowledge of meeting proceedings and parliamentary procedures
- Experience in a busy, fast paced municipal office environment is considered an asset
- Successful completion of AMCTO municipal administration program is an asset
- Proficiency in keyboarding, writing, editing, organizational and reading comprehension skills, research, records management and accessible document creation/remediation
- Superior computer skills including proficiency in MS Office applications and Adobe Acrobat Pro.
- Experience using web content management systems, electronic meeting management software and electronic records management systems would be an asset
- Strong time management and organizational skills with a keen sense for accuracy and attention to detail
- Ability to work and maintain confidentiality

A detailed job description is attached below. Interested and qualified candidates are invited to submit a cover letter and detailed resume no later than **4:00 p.m. on December 10, 2020** to:

Email:

hr@essex.ca

Mail or In Person:

Attention Human Resources
33 Talbot Street South
Essex, ON N8M 1A8

While we appreciate all applications, we acknowledge only those applicants selected for an interview. The Town of Essex is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes and providing accommodations for people **To**

The Town of Essex is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes and will accommodate the needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA). Accommodation may be provided in all parts of the hiring process.



Position Title: Legislative Clerk

Division: Legislative Services

Department: Office of the CAO

Employee Group: Union

Position Summary:

Reporting to the Town Solicitor/Clerk, this position is primarily responsible for providing the Legal and Legislative Services Division with administrative support. The Legislative Clerk carries out a variety of duties required by the Municipal Act and other applicable legislation, Town of Essex By-Laws and as further directed by the Town Solicitor/Clerk. This would include assistance of all aspects of Council meeting management including the preparation of meeting agendas, recording of minutes, and preparation and preservation of official town records.

Position Roles and Responsibilities:

- Provides office administrative services to the Legal and Legislative Services Division
 - Provide support for all aspects of the Council agenda management process including preparation of all Council Meeting agendas and minutes utilizing Escribe software system and posting of finalized meeting minutes to Council Calendar on Town of Essex website and to Laserfiche
 - Assist with all aspects of scheduling meetings and proceedings of Council (including committees of council if requested)
 - Maintain all aspects of the Council Calendar on Town of Essex Website
 - Prepare for review and distribute all notices to the public as may be required by the Legislative Services Division
 - Maintain various databases in order to allow for tracking, gathering of information and report preparation as necessary relating to Legal and Legislative matters such as the Conflict of Interest registry, the By-law legislative history database and the Council Record of Resolutions
 - Provide support for telephone, web and counter inquiries concerning Legislative services matters
 - Provides research to the Town Solicitor/Clerk, Deputy Clerk and Council as requested
 - Assist with maintenance of records management system including tracking and filing official by-laws and maintaining historical by-law information
 - Draft correspondence requested by Town Solicitor/Clerk, Deputy Clerk and Council
 - Assist with the issuance and records maintenance relating to various licensing and applications/permits, such as marriage licensing, lottery licensing, business licensing, transient vendor licensing and burial permits
 - Prepare for review, maintain and submit required documentation/reporting requirements under the Vital Statistics Act
 - Assist with funeral home and cemetery invoicing
 - Collect, maintain and submit Town vehicle/fleet information for licensing and insurance renewals include managing the yearly plate and CVOR renewals for the Town Fleet and drivers
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- Receive and file insurance related incident reports on behalf of the Legislative services Division
- Assist with all aspects of the Municipal Election Process including carrying out the duties of an appointed Election Official/Deputy Returning Officer
- Assist with the drafting and formatting of legal agreements and other documents
- Acts as back up support to the Clerk's counter, which includes such matters as assisting the public at the counter as it pertains to general inquiries/transactions and answering and redirecting phone calls and entering service requests into CityWorks software
- Assist with various other duties as may be reasonably assigned or delegated from time to time

Working Conditions

- 35 hours per week
- Manual dexterity required to operate computer
- Interacts with employees, management, members of the public, elected officials
- Required to work under strict deadlines
- Occasional overtime may be required with compensation in accordance with the current Collective Bargaining Agreement
- Some travel may be required

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