



Lanark County seeks applications for a Temporary Full-Time Ontario Works Clerk in our Social Services Department for approximately 4 months starting as soon as possible to approximately September 30, 2019 with the possibility of an extension.

**TEMPORARY FULL-TIME
(4 Month Contract)
ONTARIO WORKS CLERK
(POSTING #SS2019-012)**

MANDATE:

Reporting to the Administrative Services Coordinator, the successful incumbent provides clerical support to Ontario Works Staff/Managers and provides general reception support to all Social Services staff to facilitate the operation of the department.

QUALIFICATIONS:

- Minimum 1 year Office Administration Diploma (Executive Assistant or Business Administration) as well as 1 - 2 years related progressive experience.
- Preference will be given to applicants with knowledge of the Ontario Works Act.
- Computer proficiency in MS Office suite of applications and quick adaptation to new databases.
- Must possess valid Ontario driver's licence and have access to a vehicle. Travel may be required to Social Services Sub-Offices in Smiths Falls, Carleton Place and Almonte.
- Ability to cope with frequent interruptions as well as the ability to deal with potential volatile and abusive clients.
- Must meet job demands, physical and cognitive.

This position is evaluated at Level 4 (\$23.01 - \$26.49) per hour of the 35 hour 2019 OPSEU Salary Grid.

The Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal and you meet the position qualifications outlined above, **we look forward to receiving a detailed résumé no later than Thursday, May 16th, 2019 to Lanark County Administration Building, Human Resources, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; Email: ssjobs@lanarkcounty.ca**

When emailing your application, please ensure your cover letter, résumé and any other related documents are submitted in one file preferably MSWord (.doc or .docx) or Adobe (.pdf).

Email subject line should include your "name" and job posting number "SS2019-012" (example: Jane Doe SS2019-012).

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.