



The Village of Burns Lake is currently seeking a full time Administrative Clerk – Receptionist.

**Applications MUST be received by January 22, 2018, before 10 am.**

Email applications to [rbillard@burnslake.ca](mailto:rbillard@burnslake.ca)

Or

Drop in your application to the Village Office at #15 3<sup>rd</sup> Avenue, Burns Lake.  
Attention: City Clerk, Rebecca Billard.

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## **JOB DESCRIPTION**

### *Administrative Clerk/Receptionist*

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Reporting to the Deputy Director of Financial Services, the **Administrative Clerk/Receptionist** is responsible for the following:

#### **PRIMARY DUTIES**

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1. **RECEPTION:** All reception duties, including directing phone calls, opening and closing the office, etc. Arrange for proper coverage when away from front desk (First- Accounting Clerk, Second – Intern/Assistant if applicable, Third- Any other staff member). General typing and photocopy for Council, department heads, and customers.
2. **CITIZEN SERVICES:** Assist all citizens who telephone the office or come into the office. Record and address public comments and complaints and ensure follow up.
3. **CASH RECEIPTING AND MANAGEMENT:** Process payments in the cash receipting system including property tax payments, business license payments, dog license fees, utility payments, accounts receivable and miscellaneous cash transactions. Balance cash receipts and prepare bank deposits and print all required reports. Enter cleared cheques to complete the monthly bank reconciliation process.

4. **BUSINESS LICENSES:** Set-up of new accounts, enter updates, prepare invoices & billing.
5. **CIRCULATION FILE & MAIL/EMAILS:** Manage incoming and outgoing mail. Retrieve mail from the Post Office by 10:00 am daily, read and sort all Village of Burns Lake emails, prepare daily circulation file, and pull information from the bring forward file. Make copies, distribute, and file items from circulation file daily.
6. **GENERAL FILING:** Regular filing of correspondence, reports, etc. into the Village General Filing system.
7. **UPDATING SPREADSHEETS:** Create and update spreadsheets and complete database entry as required by the City Clerk. Spreadsheets that must be updated regularly include grant reporting and applications, Campground Questionnaires, trackers etc.
8. **COUNCIL OPERATIONS:** Have a general understanding of Council operations and appropriate responses to Council related questions.
9. **GENERAL PROPERTY & TAXATION DUTIES:** Check legal descriptions and zoning on properties, assessment values, etc., as required. Liase with citizens, banks, and law offices, etc. regarding inquiries.
10. **ORDERING SUPPLIES:** Ordering and stocking of all office supplies. Obtaining quotes for minor purchases as per Purchasing Policy.
11. **DOG LICENSING:** Enter customer and dog information into system, familiarize self with bylaw and impound fees. Assist with record keeping information by communicating with the Public Works Crew.
12. **GRANT INFORMATION:** File and update grant information in appropriate binders, as well as in general files, and assist with grant application preparation.
13. **COUNCIL CHAMBERS:** Ensure that Council Chambers remain neat and tidy, and prepare Chambers for meetings. In addition to checking for tidiness, this involves ensuring there are adequate supplies of soft drinks, coffee, tea, sugar, creamer, napkins, etc., prior to any meeting. Set up for Council Meetings according to direction from the City Clerk. Do any dishes used in Council Chambers prior to a scheduled meeting.
14. **MEETING ARRANGEMENTS:** Monitor meetings scheduled in Council Chambers to avoid overlap and book meetings as requested by staff members.
15. **STAFF MEETING AGENDAS:** Prepare weekly staff meeting agendas and forward to staff.

16. **EVENT PLANNING:** Arrange staff functions as requested by the City Clerk or other staff members.
17. **JOB PROCEDURE UPDATES:** Maintain job procedures binder at the front desk and for your own records. Create and update job procedures as necessary.
18. **MISCELLANEOUS DUTIES:** Miscellaneous duties as assigned by the City Clerk (supervisor).