



Municipality of the District of the District of St. Mary's

Box 296, 8296 Highway #7, Sherbrooke, NS B0J 3C0

Position Title:	Casual Administrative Assistant
Reports to:	Director of Finance
Classification:	Part Time/Casual/Term
Rate of Pay:	\$19.00 per hour, plus vacation pay

Position Summary:

Reporting to the Director of Finance, the part time/casual Administrative Assistant will provide receptionist service and assistance to the Administrative team at the Municipal Office, 8296 Hwy 7, Sherbrooke.

Duties of the Position:

The Casual Administrative Assistant will provide backup to the Cashier/Receptionist in their absence and be the first point of contact for the public, including performing secretarial/data entry and receiving revenue. Duties include but are not limited to the following:

- Provide information and assistance in person, by telephone and electronically.
- Follow-up on inquiries/requests with partners such as; Property Valuation Services Corporation, Land Registration, Lawyers, Mortgage Companies, provincial programs
- Prepare and issue tax statements and receipts to public.
- Be involved with preparation and distribution of annual tax bills and quarterly water utility bills and monthly arrears notices for both.
- Assist public with recreation equipment rentals.
- Send and receive, sort and distribute mail from post office daily.
- Assist with the newsletter process, print and mail process.
- Perform tax account address changes and maintenance on various software systems.
- Issue tax certificates to various law firms regarding sale or refinancing of property.
- Maintain Dog Registration Database
- Provide Congratulatory Certificates and coordinate with Provincial Congratulatory Message Service
- Prepare and accept Low Income Exemption tax forms.
- Assist with Records Management and filing.
- Coordinate with Building Inspector; permit applications, civic addressing requests, keeping electronic database, Year End reconciliation and monthly updates sent to Property Valuation Services Corporation and Statistics Canada
- Maintain equipment room and office supplies.
- Manage Community Room Bookings
- Other secretarial duties as required.

- Receive revenue for taxes, water utility along with all other revenue received by the municipality including received through mail, in person, and online banking.
- Maintain and process postdated cheques.
- Prepare deposits for revenue as required.
- Prepare, distribute, and process invoicing and payments for Recplex rentals, transfer station tipping fees and other miscellaneous services.
- Perform data entry for accounts payable and other administrative duties assigned by the Director of Finance

Qualifications/Skills:

- High School Diploma or Equivalent
- Completion of college/CEGEP/vocational or technical training, focused in business administration preferred.
- Computer experience required, specifically Microsoft Word and Excel
- Knowledge of Municipal Unit operations
- Previous secretarial experience considered an asset
- Communication, People and confidentiality skills
- Must have a clean criminal record.
- Must be able to read, write and possess basic math skills.
- Customer service and communication skills.