



**SOUTH
FRONTENAC**

South Frontenac is a welcoming
and thriving rural community

Township of South Frontenac Job Description

Title: Reception Clerk

Department: Treasury Department

Reports to: Deputy Treasurer

Summary:

Provides receptionist duties including: answering the phone, directing calls, greeting residents and visitors to the office and responding to factual inquiries. Provides data entry services, including the receipt and posting of tax payments and other payments such as municipal water, dog tags, day or swim camps etc. Ensures that the public are given courteous, timely service. Provides secretarial, clerical and administrative support.

Duties & Responsibilities:

- Handles in person at the counter requests and incoming phone calls and messages on main line
- Picks up and distributes mail, including digital mailboxes for the general mail and Accounts Payable
- Compiles, packages and posts outgoing mail
- Develop and maintain a good working knowledge of the operations of the Township and the role of other levels of government so that the incumbent ensures persons making inquiries are dealt with effectively by providing factual information or referred to the appropriate individual.
- Responds to correspondence or telephone inquiries where required
- Prepares the operating till for each day's activities and ensures that the proper float is present
- Receives and records payments
- Prepares deposits from daily financial transactions
- Records cemetery and interment transactions in appropriate databases
- Maintains office supply inventory and orders supplies
- Coordinates the room booking system for corporate meeting spaces
- Assist in preparing and distributing correspondence from Treasury Department
- Maintains digital and paper records
- Performs any other related duties assigned by the Deputy Treasurer

Supervision:

- Works under the general supervision of the Deputy Treasurer and is subject to general guidance from the Deputy Treasurer/Finance Supervisor in terms of maintaining workflow in the office.

Qualifications:

- Minimum of one (1) year of relevant post-secondary education
- At least one year of relevant experience preferably in a government/institutional setting.
- Keyboard efficiency and capacity to operate or quickly learn relevant computer software.
- Effective command of all office procedures.
- Direct experience in a municipal setting and/or a similar organization concentrating on dealing with the public
- Demonstrated ability to be a team player who is able to establish effective working relationships with others
- Working knowledge of legislation, regulations, policies and procedures that impact municipal government operations.

Work Environment:

- Predominantly office based.

Other:

- This is a full-time position, based on a 40-hour work week in accordance with the Collective Agreement with CUPE 4336.
- Compensation and benefits are in accordance with the Collective Agreement
- Probationary period – 6 months of active employment

Approved:



Louise Fragnito
Chief Administrative Officer



Stephanie Kuca
Deputy Treasurer

Date Approved: October 8, 2024