



CLERK'S DEPARTMENT STUDENTS (2 Positions)

(Posting #CS2023-002)

(\$16.50-\$18.00 per hour)

MANDATE:

Under the direction of the County Clerk, the Clerk's Department Students will assist with special projects within the Clerk's Department including Planning, Emergency Management, and Tourism.

QUALIFICATIONS:

Must be a college or university student returning to school for the 2023-2024 academic year. Excellent communication and interpersonal skills with the ability to work independently within a team environment. Preference will be given to candidates in the Business, Planning, Tourism, or Public Administration field. Must possess the ability to maintain the confidentiality during and following employment with Lanark County. Must possess excellent computer skills including the ability to work with various Microsoft Office programs. Previous clerical experience and a driver's license is considered an asset. Must meet job demands, physical and cognitive.

CONDITIONS OF EMPLOYMENT:

Successful candidates will be required to supply a satisfactory Criminal Records Check.

The date of opening is May 1st, 2023 to approximately August 31st, 2023, 35 hours per week, Monday to Friday 8:30 a.m. to 4:00 p.m. at the Lanark County Administration Building.

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 Sunday, March 26th, 2023 to** Lanark County Administration Building, Human Resources, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; **Email:** csjobs@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", job posting number "CS2023-002" (example: Jane/John Doe CS2023-002)

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.