



**TEMPORARY FULL TIME (CONTRACT)
SOCIAL SERVICES CLERK**
Posting # SS2023-007
\$24.62-\$28.34 per hour

MANDATE:

To provide customer service, administrative and clerical support to all Social Services staff to facilitate operation of the department.

QUALIFICATIONS:

Minimum 1 year Office Administration Diploma or equivalent plus additional courses in related field. 1 - 2 years related progressive experience. Working knowledge of Social Services programs and financial processes is an asset. Computer proficiency in office software such as Microsoft Word, Excel, PowerPoint and database software. Must possess valid Ontario driver's licence and have access to a vehicle. Ability to deal with problem situations and attempt to resolve complaints. Compile meeting minutes. Must meet job demands, physical and cognitive.

This position is evaluated at Level (\$24.62 to \$28.34 per hour) 2023 O.P.S.E.U. Salary Grid. 35 hours weekly. **Starting June 5, 2023- approximately September 1, 2024**

What we offer: Competitive compensation, alternate work arrangements, Ontario Municipal Employers Retirement System (OMERS) pension plan, Employee Assistance Plan (EAP)

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 Tuesday, May 30th, 2023 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 "SS2023-007" (example: Jane/John Doe SS2023-007).

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.