



CLERKS DEPARTMENT STUDENT

(Posting #CS2026-003)

(\$18.00-19.00 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 2026-2027 academic year. Excellent communication and interpersonal skills with the ability to work independently within a team environment. Preference will be given to candidates in a Business, Tourism, or Public Administration/Management or related field. Must possess excellent computer skills including the ability to work with various Microsoft Office programs. Previous clerical experience and a driver's license are 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 4, 2026, to approximately September 4, 2026, 35 hours per week, Monday to Friday 8:30 a.m. to 4:00 p.m. **The position is based out of the Lanark County Administration Building, Perth.**

The Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal and you meet the position qualifications outlined above, please submit your application by selecting "apply link" on our website. **We look forward to receiving your application no later than Monday, February 23, 2026.**

When submitting 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). The file name should include your name and the job posting number (example: Jane/John Doe CS2026-003)

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.