

## TOWNSHIP OF SOUTH ALGONQUIN EMPLOYMENT OPPORTUNITY

The Township of South Algonquin is seeking a full time, permanent employee for the position of Administrative Assistant for the Public Works/Building Department. Applications for this position will be accepted up until 12:00 noon on December 23, 2011.

### Primary Functions:

Provide support and assistance to the Chief Building Official, including routine secretarial, clerical, and receptionist duties, also capable of working in the field when required. Provide customer service to inquiries about applications relating to building and septic permits. Perform septic and property specification searches. Assist with accounts receivable/accounts payable as it pertains to the Building Department. Provide operational support and assistance as it pertains to the civic addressing system.

### Qualifications:

General Legal Course an asset. Advance level of computer skills. Valid driver's license.

Duties: as outlined in the Job Description, available by contacting the undersigned.

Applications are available at the Municipal Office or on line at [www.township.southalgonquin.on.ca](http://www.township.southalgonquin.on.ca) for further information on the position please contact Harold Luckasavitch, Clerk-Treasurer for the Township of South Algonquin, 7 Third Ave. P.O. Box 217, Whitney, Ontario K0J-2M0 at 613-637-2650 ext. 202.

The Township of South Algonquin thanks all applicants for their interest however, only applicants selected for interviews will be contacted.

*Township of South Algonquin is an equal opportunity employer.*