



RM of Loon Lake #561

Policy Type:	Human Resources
Policy Title:	Office Assistant Job Description
Policy Number:	900-19

Authority:	
<i>Council Resolution #</i>	59-2021

Purpose:

To set out duties of the Office Assistant

Scope:

Applies to the Office Assistant

Definitions:

Act: Shall mean *The Municipalities Act*

Qualifications:

1. Capable of multi-tasking
2. Must have good communication skills with council, staff and rate-payers
3. Organizational and record keeping skills.
4. Must be able to use word and excel.
5. Must be willing to train on MuniSoft and Paymate software
6. Accounting experience would be an asset.
7. Previous municipal experience an asset
8. Criminal record check required
9. Must be bondable

Policy:

1. The Office Assistant is under the direct supervision of the Administrator and/or Assistant Administrator
2. Terms and conditions of employment shall follow the policies set by council.
3. Duties may include by are not limited to:
 - (a) Customer Inquiries
 - (b) Receipting and accepting payments
 - (c) Answering telephone and taking messages when required
 - (d) Maintains website
 - (e) Newsletters
 - (f) Ordering and maintaining office supply inventory
 - (g) Maintains file system
 - (h) Bank Deposits
 - (i) Accounts Receivable Invoicing
 - (j) Maintains and updates RM Maps

- (k) Processes change of ownerships
- (l) Prepares assessment maintenance list for SAMA
- (m) Utility billing and ownership updates
- (n) Mail processing
- (o) Maintains pest control supplies
- (p) Pet tags
- (q) Dog pound registry
- (r) Maintain bylaws, agreement, and minutes data base
- (s) Records retention bylaw
- (t) Assist with photocopying and preparation of council packages
- (u) Issue burn permits as per policy
- (v) Municipal elections
- (w) Duties of Assistant Administrator in their absence (vacation, sickness, vacant position)
- (x) Any other duties assigned by the Administrator

Effective Date/Repeal

This policy will come into effect on February 11, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to Assistant Administrator job descriptions that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by bylaw adopted by Council.