



Employment Opportunity

Clerical and Crown Land Stewardship Program (CLSP) Assistant

Permanent Full-Time

The Township is seeking resumes for a new position from a highly motivated, experienced, hands-on person to join our municipal team as the Clerical and CLSP Assistant.

Working under the direction of the Deputy Treasurer/Administrative Financial Coordinator, the incumbent will perform municipal office administrative/financial duties and provide assistance to the Manager of Community Development (MCD) for the CLSP.

The salary range is \$24.02 – \$28.26 per hour and the normal work week is 37.5 hours. Hours may vary; weekend work and overtime may be required to meet the job requirements.

A copy of the Role Description is available on the Township's website at www.northfrontenac.com Township Services/Careers and Volunteering or at the Township Office.

For further information, please contact Sandra Lessard, Deputy Treasurer/Administrative Financial Coordinator at (613) 479-2231 ext. 226 or email deputytreasurer@northfrontenac.ca

Information gathered relative to this position is done so in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will only be used for candidate selection purposes.

We thank all applicants for their interest. Only those applicants selected for an interview will be contacted. The Township is an equal opportunity employer. We would be pleased to provide accommodations, upon request, throughout the recruitment process to applicants with disabilities to ensure equal participation.

Please apply with a detailed resume by

Noon local time on April 12, 2022

Clearly marked "Confidential – Clerical/CLSP Assistant" to

Cheryl Robson, AMCT CAO

Township of North Frontenac

6648 Road 506, Plevna, ON K0H 2M0

Phone: (613) 479-2231 Ext. 221 Fax: (613) 479-2352

E-mail: cao@northfrontenac.ca