



Corporation of the Town of Mattawa

Job Posting # CUPE2025-02- External

Temporary Full-Time Clerk 2

Rate of Pay: \$25.65/hr

Closing Date: May 2, 2025 – 12:00noon

Nature of the Position

The Clerk 2 is a bilingual mandatory position within the Community Services Department. The primary responsibilities of the position are to operate the Service Ontario Kiosk, assist with the provision of recreation activities and special events, maintain daily operations to meet expected standards, carry out duties within other municipal departments and to provide clerical support to the Supervisor of Parks & Recreation.

The highly motivated individual will be expected to be organized, punctual, focused, and dynamic.

Qualifications

- Must have Grade 12 Education or equivalency certificate.
- Must possess a valid Ontario Class “G” driver’s licence.
- General knowledge of parks & recreation operations.
- Demonstrated ability to provide guidance and leadership.
- Must be able to produce legible, concise reports, both written and using electronic means.
- Have working knowledge of Health and Safety regulations and procedures.
- Strong communications and problem-solving skills.

Knowledge and Skills

- Training in related fields-tourism, recreation, business, marketing
- Microsoft Office, Web and Computer Skills mandatory
- Ability to work with the public, business community, politicians
- Ability to work with fellow staff in a cordial manner
- Maintain accurate information and records

Hours of Work

As per “ARTICLE 16 -HOURS OF WORK” in the Collective Agreement

Applications must include cover letter and resume and be sent to: director@mattawa.ca no later than May 2, 2025, at 12:00noon.

This position is open to all applicants

While we appreciate the interest of all applicants, only those selected for an interview will be contacted. Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. Accommodation will be provided in all parts of the hiring process as required under the Town’s Accessibility Policy. We encourage applicants to make their needs known to the Director in advance.