



**DISTRICT OF HUDSON'S HOPE
POSITION DESCRIPTION**

Class Title: Office Assistant
Department: Administration
Date: August 2015

POSITION SUMMARY

Reporting to the Chief Administrative Officer (CAO), the Office Assistant (OA) performs a variety of routine and non-routine clerical tasks. Assists the Director of Works, Manager of Protection and Inspection Services in a clerical capacity as required. The OA is required to exercise independent judgment and action within the limits of established procedures.

DUTIES AND RESPONSIBILITIES

1. Assists the Deputy Clerk, Deputy Treasurer/Collector and the ICBC Agent. In their absence may assume some or all of their duties as required.
2. Acts as receptionist and must deal courteously and effectively with the public in person, via telephone and email. Assist the public with:
 - a. Community Hall bookings – accepts contract and collects money on behalf of the Hall Society.
 - b. Building Permits - Provides information to property owners and completes building permits. Assigns permit number and collects fee.
 - c. Firewood Permit applications – fill out request and fax to Ministry of Forests for signature.
 - d. Property Tax and Home Owner Grants – ability to explain tax and home owner grants to property owners and assist in completing grant forms.
 - e. Cashier duties - including but not limited to receiving payments for property taxes, municipal invoices, building permits, business licenses, the sale of dog tags, water tokens, maps, camping passes and permits etc.
 - f. Tent Rental – fill out application, take deposits and ensure all requirements are met. Schedule with public works.
 - g. Sell lagoon dump sheets for commercial use.
 - h. Business licenses – Fill out business licence requests, give to Deputy Treasurer to approve and finalize.
 - i. Assist the public to book District programs such as; spring clean up with waivers, senior bus trips, camping passes etc.
3. Programs and office equipment. Involves working with and knowledge of:
 - a. Microsoft Office programs such as Word, Excel, Publisher, Outlook and Power Point.
 - b. Adobe and Adobe Contribute.
 - c. ICBC Insurance and Motor Vehicle licence processing.
 - d. MAIS cash receipting and financial system.
 - e. Knowledge of office equipment including the photocopier, fax, postage meter, laminator and the base radio and its protocols.

4. Web Site - Update the District web site using Adobe Contribute 5. Responsibilities include but are not limited to; publishing the Council Agenda & Minutes, Arena and Pool Schedules, Bulletin, Recreation report, Mayors report, business listings, what's new page, job postings, request for proposals etc.
5. Council and Staff Travel – Register individual or groups for conferences or courses, make travel arrangements using on-line carriers ie: Air Canada, Central Mtn. Air or ground travel reservations as required, book accommodations as required. Provide written itinerary and maintain financial records.
6. Supplies Ordering – Control of office supplies, inventories, municipal pins, dog tags, brochures, photocopier and copier ink cartridges and other office supplies as needed. Order products for public works as required. Keep record of purchase orders.
7. Public works forms – develop with staff and modify yearly as required. Forms and reports include but are not limited to; sewer lift station, water stand log sheets, pump house log sheet, vehicle maintenance logs and employee overtime logs, arena compressor log etc.
8. Building Permits – Completes building permits with builder - gives permits and drawings to Manager of Protection and Inspection Services for further action. File reports, correspondence and updates and maintains building permit files. Mail reports and correspondence to property owners as required. Send Building Permit information to BC Assessment, CMHC and the Northern BC Building Association quarterly. Provide Manager of Protection and Inspection Services with an outstanding report yearly.
9. Publish *The Bulletin*, monthly using Microsoft Publisher. Accept or design ads as required. Print copies for mailing. Publish and send PDF copy to web page and to e-mail list. Invoice for ads as required.
10. Tourism – reply to requests for community information outside the tourism season.
11. Prepares correspondence for others when required.
12. Prepares Council Expense Reports quarterly. Information includes date, meeting or conference attended, location, stipend, per diem, expenses and income tax paid. Report given to Deputy Treasurer for preparation of income tax forms.
13. Prepares and electronically files the HST report quarterly. Record revenues, rebates and Input tax credits from MAIS general ledger transactions for period. Record onto HST spreadsheet and update formulas on spreadsheet as required. File Notice of Reassessments and keep track of capital purchases and payments. Track leases, council expenses, Master Card expenses etc. for HST reporting.
14. Coordinates committee meetings, prepares and distributes agendas, records and transcribes minutes, and prepares any correspondence or reports that are required for the committee.
15. Coordinates Occupation Health and Safety meetings, prepares and distributes agendas, records and transcribes minutes and forwards minutes to the BCGEU.
16. Opens, date stamps, assigns file numbers and distributes all incoming mail and faxes.

17. Act as Cemetery Administrator and provides information and assistance to the Public and complies with the Cemetery Management Bylaw and the *Cremation, Interment and Funeral Services Act*.
18. Completes the hunting and fishing licenses settlement report for each month and ensures payment is made by the deadline.
19. Process outgoing mail and courier correspondence.
20. File documents and correspondence.
21. Monitors the base radio.
22. Performs related duties as required.
23. Able to work additional hours, as required.

NOTE:

The duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

The incumbent will routinely encounter information associated with the privacy of individuals or that is sensitive in nature; accordingly, confidentiality must be maintained at all times.

REQUIRED QUALIFICATIONS, KNOWLEDGE AND SKILLS

1. Accurate keyboarding skill at a speed of 50 to 80 w.p.m. Able to accurately touch add.
2. Knowledge of, and experience in using the proper form of business letters and business English, and , record managements systems.
3. Must be courteous with the public at all times and able to maintain harmonious relationships with staff members.
4. Knowledge of, and experience with the Microsoft Office Suite, especially word-processing, spreadsheets and desktop publishing.
5. Able to meet specified deadlines and to work under general supervision.
6. Secondary school graduation (e.g., Grade 12 education).
7. Valid BC Driver's Licence (minimum Class 5).

DESIRED ABILITIES AND EXPERIENCE

1. Completion of business, college or secretarial courses and relevant computer courses or equivalent practical experience.
2. Office experience with a local government.
3. Knowledge or and experience with bookkeeping procedures.
4. Proficiency using the Internet and email.