

RURAL MUNICIPALITY OF PINEY JOB DESCRIPTION

Receptionist

POSITION SUMMARY: Under the direct supervision of the Assistant CAO, the incumbent is responsible for performing clerical duties related to the operations of the offices of the RM of Piney.

Reports to: Assistant CAO

DUTIES:

1. Serving the Public

- Photocopying, faxing and laminating
- Accepting payment of Tax Bills
- Accepting payment of Miscellaneous Revenue and Outstanding Invoices
- Issuing Lottery Licenses and Building Permits
- Renewing Business Licenses
- Accepting complaints and filling out forms
- Handle requests for service, information and complaints plus refer to the appropriate Management employee

2. Typing

- Typing of Notices for the RM of Piney Notice Board and website
- Perform typing of miscellaneous correspondence for the Reeve, Assistant CAO, Chief Administrative Officer and Public Works Supervisor

3. General Duties

- Receive faxes, telephone calls, electronic mail, and direct/distribute to the appropriate Area
- Photocopying for all areas as required
- Ensuring the RM of Piney Notice Board is kept tidy
- Opening of Incoming Mail and distribution of all mail to the Chief Administrative Officer or Assistant CAO
- Preparation and dispatch of all outgoing mail
- Filing of correspondence and letters and updates for provincial statutes and policies (Office and Public Policy binders only)
- Updating and maintaining RM Office filing system
- Receive bookings for facilities and maintain facility bookings binder
- Recording all Business Licenses, sending reminder letters of expiration under the signature of the Chief Administrative Officer
- Maintain indexes - Council Meeting Minutes, By-laws and Agreements
- Set up Council Chambers for bookings as required for Court, Hearings, Etc.
- Maintain key inventory control
- Responsible for maintenance of the office equipment, ie. Photocopier, fax machine, and laminator.
- Perform the duties of Accounting Clerk during Vacation and other authorized absences.

- Preparing monthly newsletters on Word and on Mail Chimp.
- Updating, editing, and posting on the RM website.
- Posting and updating our Facebook page.

4. Cash Reconciliation

- Receipting of Cash and Cheques

5. Other Related Duties

- Other related duties as assigned by Chief Administrative Officer and Administrative Assistant

SPECIFICATIONS

Education, Knowledge and Experience

- Grade Twelve (12) education, with supplemental secretarial and computer system. (preferable Microsoft Works including Excel)
- Ability to type fifty (50) wpm
- Good communication skills
- Certified or willing to attain a certificate in an approved Introductory Accounting Course
- Three (2) years office experience or equivalent
- Good Criminal Records Check

Responsibilities

The incumbent shall ensure that their duties are carried out in an effective, efficient and safe manner in relation to themselves and fellow employees. The incumbent shall ensure that the public is greeted and attended to in a professional and friendly manner.

Comprehension, Judgment and Confidentiality

The incumbent must possess an understanding of and work within the policies of the Corporation. The incumbent will exercise a reasonable degree of independent judgment in the course of carrying out the duties of the position and will keep all proceedings in the office in confidence.

Working Conditions

Variable, may be seasonal, casual or full time term.

Minimum Requirements:

Class 1	-new employee to position
Class 2	-minimum six (6) months experience and performing to an acceptable standard
Class 3	-minimum one (1) year experience and performing to an acceptable standard
Class 4	-minimum two (2) years experience and performing to an acceptable standard
Class 5	-minimum three (3) years experience and performing to an acceptable standard
Class 6	-minimum four (4) years experience and performing to an acceptable standard
Class 7	-minimum five (5) years experience and performing to an acceptable standard

Class 8	-minimum six (6) years experience and performing to an acceptable standard
Class 9	-minimum seven (7) years experience and performing to an acceptable standard
Class10	-minimum eight (8) years experience and performing to an acceptable standard and completed the Municipal Administrator Course or equivalent

DRAFT:	December 2013
Adopted:	December 17, 2013
Revised:	September 17 th , 2018