



DEPUTY CLERK POSITION

Do you enjoy applying your research and analytical skills to complex issues? Do you have a passion for serving the public? The Township of Edwardsburgh Cardinal is looking to fill our existing Deputy Clerk position with the Administration Department.

Reporting to the Municipal Clerk, the successful applicant will be responsible to provide analytical research and administrative support to the Municipal Clerk and Council, as well as, statutory duties of the Clerk, in the absence of the Clerk, required under the *Municipal Act*. The Deputy Clerk serves as recording secretary for Council and Committee as required, assists with various statutory duties including vital statistics, licensing and wildlife compensation program. The Deputy Clerk assists with records management and provides support for the Township website and social media platforms. The Deputy Clerk also performs the duties of the Deputy Returning Officer under the *Municipal Elections Act*.

A copy of the complete job description is available on the Township website.

The Township offers a competitive salary (40 hours per week), comprehensive benefits and enrollment in OMERS pension plan.

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, the Township will provide accommodation to applicants with disabilities throughout the recruitment process. Please inform staff of the nature of any accommodation that you may require. Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.

Artificial intelligence (AI) is not used to screen, assess or select candidates. Only applicants selected for an interview will be contacted.

Resumes with cover letters will be received by the undersigned until 12:00 p.m. (noon) on Wednesday, May 27, 2026.

Rebecca Crich, Clerk
Township of Edwardsburgh Cardinal
18 Centre St., PO Box 129
Spencerville, ON, K0E 1X0
rcrich@twpec.ca
www.twpec.ca
Telephone: 613-658-3055 ext. 105
Toll Free: 1-866-848-9099



**TOWNSHIP OF EDWARDSBURGH CARDINAL
JOB DESCRIPTION**

JOB TITLE: Deputy Clerk
REPORT TO: Clerk
SALARY GRID LEVEL: 4 (\$38.31 to \$48.90 hourly) based on 40hrs/week
Date: April 2026

Position Summary:

The Deputy Clerk position provides administrative support and assistance to the Clerk and fulfills the statutory duties of the Clerk in accordance with the Municipal Act under the Clerk's direction and in the Clerk's absence.

Required Qualifications:

- Post-secondary education in a relevant field
- Minimum of two years' experience in a municipal administrative environment
- Computer literacy in relevant software
- Experience using eScribe Agenda Management software considered an asset
- Knowledge of general office procedures and equipment
- Completion of the AMCTO's Municipal Administration Program or willingness to pursue
- Ability to thoroughly research government and legal matters utilizing various resources
- Ability to communicate effectively verbally and in writing with co-workers, council, and members of the public
- Skilled at minute taking
- Demonstrated knowledge of provincial legislation including but not limited to the Municipal Act, the Municipal Elections Act, the Municipal Freedom of Information and Protection of Privacy Act, and the Municipal Conflict of Interest Act.
- Tact and discretion in dealing with sensitive and highlight confidential matters
- Excellent analytical, organization and decision making skills are essential in determining priorities and working to deadlines in a fast paced environment

Position Description:

- Agenda preparation for Council and Committees
- Attending Council and Committee meetings, taking and preparation of minutes
- Follow up of Council directives
- Administration of various licensing – vital statistics, business, kennels, marriage
- Administrative support to the CAO, Clerk, Senior Management Team and members of Council
- Tracking and processing of incoming and outgoing correspondence
- Assist in the maintenance of the electronic record retention filing system
- Research and assist in the development of matters related to policy
- Provision of Commissioner of Oaths services to the general public
- Perform statutory duties of the Clerk's Department as assigned
- Assist with municipal elections
- Assist with the administration of the Township website and social media platforms to ensure AODA compliance
- Preparation of bylaws and resolutions under the supervision of the Clerk
- Drafting of correspondence and reports for the CAO, Clerk, Senior Management Team and Council
- Other duties as assigned by the Clerk or CAO

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent to this classification.