



Position Title: **Municipal Support Clerk**
Reports To: Chief Administrative Officer or designate
Status: Intern Full-Time (12 Months)
Hours per week: 35
Hourly Rate: \$25.00
Revision Date: September 18, 2025

JOB PURPOSE

Reporting to the CAO or designate, the purpose of this position is to assist with organizational efficiency and effective municipal operations by providing administrative support across various departments within the Municipality of Red Lake.

This entails managing clerical functions, maintaining and organizing records, and delivering exemplary customer service to the public. Additionally, the role supports the Health & Safety team with safety-related tasks, contributing to a safe workplace environment and ensuring adherence to municipal safety standards.

SPECIFIC ACCOUNTABILITIES

- Assist with the records management system by helping with records retention and ensuring the destruction of master files according to guidelines for the Municipality of Red Lake.
- Help prepare and distribute council meeting agendas and minutes to ensure timely sharing.
- Conduct research on government-related matters and draft briefing notes for senior staff.
- Contribute to drafting reports and filling out grant applications, gaining exposure to securing funding and understanding organizational goals.
- Organize digital files in SharePoint and sort through archived physical records by following records management policies to support efficient filing and compliance.
- Contribute to internal and external communications, including newsletters and website updates.
- Provide information and direct assistance to visitors and handle phone inquiries politely, while practicing effective communication skills.
- Input data into databases and spreadsheets to maintain data integrity.

- Compile and analyze data for departmental reports to assist in providing useful insights for decision-making.
- Aid with election preparations and communication efforts while learning about electoral regulations and processes.
- Conduct basic research as requested by the Chief Administrative Officer on various government topics and prepare simple briefing notes to develop research and writing skills.
- Work with the Human Resources and Health & Safety Manager during monthly inspections, occasionally attend Health and Safety meetings, and assist with compliance in legislation and safety training.
- Perform other tasks as assigned by the CAO to develop adaptability and an understanding of municipal operations.

WORKPLACE REQUIREMENTS

- Must hold a valid Ontario Driver's License in good standing.
- Capable of sitting for extended durations to effectively perform desk-based tasks and data entry.
- Demonstrate proficiency in the Microsoft Office Suite, including Word, Excel, Outlook, and SharePoint.
- Possess strong verbal and written communication skills to effectively interface with the public, vendors, and colleagues.
- Able to work collaboratively within a diverse team environment, providing support to various departments as needed.

RELATIONSHIPS

Internal: All departments within the Municipality of Red Lake and Council.

External: General public

KNOWLEDGE, SKILLS & TECHNICAL ABILITIES

- Possession of a High School Diploma.
- Post-secondary education in Business Administration or Municipal Administration is considered an asset.
- Demonstrated ability to manage confidential files with discretion and in compliance with privacy regulations and municipal policies.
- Demonstrated understanding of basic office administration procedures and tasks, including filing systems, record-keeping, and document preparation.
- Proficient in using computers and software applications for preparing correspondence, recording files, and generating labels, lists, and reports.
- Capable of efficiently managing multiple tasks, prioritizing duties, and maintaining detailed and organized records.
- Exhibits strong interpersonal and communication skills for effective interaction.

- Proficient in operating common office equipment, including printers, scanners, and fax machines.