



Employment Opportunity

Legal Services Coordinator

Under the direction of the Manager of Legislative Services/Municipal Clerk, this position is responsible for performing a wide range of professional administrative duties under tight deadlines and requiring a high level of accuracy, confidentiality and discretion.

Responsibilities:

- Provide administrative support to Community & Corporate Services
- Prepare Agendas and minutes as required, including scheduling delegations and ensuring technology and meeting facilities are prepared
- Assist with Records Management, MFIPPA requests, issuance of licensing and land registry searches
- Provide front line customer service for Community & Corporate Services including payments, registrations, and tourist information
- Assist with Elections and provide support for special projects

Qualifications:

- Post-Secondary education in Administration or related field
- Sound computer knowledge in spreadsheets, Word and Microsoft business products, Civic Web/iCompass
- AMCTO MAP/AMP Designation considered an asset

Salary Range: \$31.14-\$34.60/hour, based on 35 hours/week

Interested applicants should forward a resume and cover letter marked Legal Services Coordinator, File #15-2021, no later than March 19, 2021 at Noon to:

hr@greaternapanee.com or

Town of Greater Napanee

Attn: File #15-2021-Legal Services Coordinator

P.O. Box 97, Napanee, ON K7R 3L4

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Only those candidates selected for an interview will be contacted by Pesce & Associates. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for candidate selection.