



Lanark County seeks applications for a Temporary Full-Time Social Housing Clerk in our Social Services Department as soon as possible to approximately July 3, 2020.

**TEMPORARY FULL-TIME
(18 Month Contract)
HOUSING SERVICES CLERK
(POSTING #SS2018-018)**

MANDATE:

The successful incumbent provides administrative support to staff within the Housing Services Department to facilitate the operation of the division.

QUALIFICATIONS:

Minimum one year Office Administration Program or equivalent plus additional courses in a related field as well as 1 - 2 years related progressive experience. Must possess working knowledge of Housing programs as well as working knowledge of office software such as word processing, spreadsheet and database software. This position requires good communication and organizational skills. Must have the ability to deal with problem situations as well as attempt to resolve complaints. Experience working in an environment with frequent interruptions is an asset. Must possess a valid Ontario Drivers' License and have access to vehicle. Occasional travel required for home visits for homemakers program.

This position is evaluated at Level 4 (\$23.01 - \$26.49) per hour of the 35 hour 2019 OPSEU Salary Grid.

The Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal and you meet the position qualifications outlined above, **we look forward to receiving a detailed résumé no later than Thursday, January 10th, 2019 to** Lanark County Administration Building, Human Resources, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; Email: ssjobs@lanarkcounty.ca

When emailing your application, please ensure your cover letter, résumé and any other related documents are submitted in one file preferably MSWord (.doc or .docx) or Adobe (.pdf).

Email subject line should include your "name" and job posting number "SS2018-018" (example: Jane/John Doe SS2018-018).

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.