



October 18, 2019
REF: CSO001

INTERNAL / EXTERNAL POSTING
COMMUNITY SAFETY OFFICERS – REGULAR FULL-TIME
CSO001 – ADMINISTRATIVE ASSISTANT

Reporting to the Community Safety Officer Supervisor, the Clerk-Stenographer for the Community Safety Officer Department position will provide administrative support. This role is an in-scope position located at City Hall.

DUTIES & RESPONSIBILITIES:

- Performs a wide variety of confidential clerical, data entry, technical/administrative support duties in relation to the City's Community Safety Officer's Department.
- Researching and ordering of parts, office supplies, clothing
- Submitting contractor's invoicing and payments to the Accounting Department
- Minor vehicle follow-up inspection to sign off on the violation(s);
- Operating radio equipment, receiving and relaying accurate information;
- Processing and organization of vehicles seized and impounded;
- Prosecuting municipal and provincial violations in Provincial Court;
- Process all parking ticket appeals to their end result(s)
- Prepare regular monthly reports from invoices;
- Monthly accounts receivable/payable administration;
- Back up for the Administrative Assistant-Fire during vacation and long term absences.
- Back up for Clerk-Stenographer/Central Reception, permitting – City Hall when required
- Other duties as assigned

QUALIFICATIONS

- Office Administration Diploma or a combination of education and experience that is equivalent and deemed acceptable by the City;
- Minimum 1 to 3 years' office/clerical experience;
- Must have experience in MS Office Suite (Word, Excel, Outlook etc.)
- Excellent conflict management skills required.
- Ability to obtain applicable level of security clearance as required by CPIC;
- Some knowledge of basic accounting functions
- Knowledge of City Bylaws an asset
- Municipal office administration experience is an asset

Commencement: As soon as possible

Salary: \$ 21.74 (2019 Wages)

Job Reference #: CSO001

Please submit a detailed resume and references, quoting the job reference number, to be submitted to: Department of Human Resources, City Hall, no later than **4:30PM, November 1st, 2019** Fax: (306)445-0411, Email: hr@cityofnb.ca. For a full comprehensive list of duties for this role, please contact the Human Resources Department at hr@cityofnb.ca.