



EMPLOYMENT OPPORTUNITY

PLANNING & LEGISLATIVE SERVICES CLERK **PERMANENT FULL TIME**

Website:	www.stpaul.ca
Department:	Planning & Legislative Services
Location:	5101-50 Street
Salary:	\$45,500 per annum 35 hours per week /plus benefits
Closing Date:	November 16, 2021 (12Noon) M.S.T.

*Looking to start a career in the planning or legislative field?
Are you ready to help owners achieve their vision in building their dream home or commercial project?*

OVERVIEW:

The Town of St. Paul is looking for a Planning & Legislative Services Clerk reporting to the Director of Planning & Legislative Services. The position provides administrative support and is the face of the department.

DUTIES & QUALIFICATIONS:

- Assist with centralization of Town records.
- Ability to exercise good judgement, be proactive, and respect confidential information.
- Ability to manage multiple, and sometimes conflicting priorities, while maintaining a strong attention to detail and accuracy.
- Excellent customer service, verbal and written communication skills that allow for clear communication of complex matters.
- A moderate to high level of comfort with the use of technology is required.
- Completion of Grade 12 or GED equivalent combined with experience in an office setting.

OTHER:

- Satisfactory Criminal Record Check and Driver's Abstract.
- A competitive salary with benefits package.
- This position is mainly office based. Normal working hours are Monday to Friday from 8:30a.m. to 4:30p.m. with the occasional requirement to work outside these hours.

Applicants are invited to submit the cover letter, resume, and 2 references to: humanresources@town.stpaul.ab.ca.

Open until suitable candidate is found. The Town of St. Paul thanks all interested applicants; however, only applications selected for an interview will be contacted.