



THE CORPORATION OF THE **TOWN OF COBALT**

ADMINISTRATIVE CLERK – PROPERTY TAX/PAYROLL

POSITION SUMMARY: The Town of Cobalt is seeking an Administrative Clerk with strong organizational, communication and computer skills to join our team.

Reporting to the Deputy Clerk-Treasurer, the Administrative Clerk is responsible for property taxation/utility, payroll, and providing customer service.

Confidentiality and diplomacy are required when dealing with the public and information of a sensitive nature.

TERM: Permanent Full-Time Position
(First year funded through NOHFC)

WHAT WE OFFER:

- Union Position Mon-Fri 8:00 a.m. to 4 p.m. (37.5 hrs/week)
- Competitive compensation (\$28.37 - \$30.75) as per the 2021-2024 Collective Agreement – Office Staff Employees
- Comprehensive Benefits Package available
- OMERS Pension Plan
- A supportive working environment

PREFERRED QUALIFICATIONS:

- Post-secondary education in a business/accounting-related program
- High level of accuracy and attention to detail
- Strong organizational and time management skills
- Ability to work in a fast-paced environment
- Strong communication skills both written and verbal
- Ability to upgrade skills as technology/policy changes

This position is being advertised concurrently to internal and external candidates. Please submit your cover letter and resume by
July 19, 2024 at 3:00 p.m.

Please identify the posting
(Administrative Clerk – Property Tax/Payroll) in the subject line.

Steven Dalley,
Town Manager
The Town of Cobalt
18 Silver Street, P.O. Box 70
Cobalt ON P0J 1C0
Email: sdalley@cobalt.ca

Thank you to all who apply but only those selected for an interview will be contacted.



The Town of Cobalt is an equal opportunity employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of the candidate selection.