



Deputy Clerk

Full Time / Permanent
(35 hours per week)

The Township of Billings is seeking a highly motivated individual to fill the vacant position of Deputy Clerk.

Working under the direction of the CAO/Clerk, the Deputy Clerk will assist the Clerk in the effective administration and operation of the Clerk's Department. The Deputy Clerk will act as the Clerk in the Clerk's absence, and will be responsible for taking minutes, vital statistics, and records management. This position will assist with the development of policies, administers licensing and permitting and administers the Township Cemetery.

The ideal candidate will have a background in municipal administration, with training through the AMCTO in Municipal Administration. The position involves working in a fast paced, deadline-orientated environment while maintaining a high level of accuracy and confidentiality. The salary for this position is currently set at \$56,000 to \$65,000 with a comprehensive benefits package and pension through OMERS.

A more detailed job description is available by visiting the careers page on our website at www.billingstwp.ca or by contacting Véronique Dion, CAO/Clerk (705) 282-2611 cao@billingstwp.ca

Resumes will be accepted via e-mail or regular mail, in confidence to Véronique Dion, CAO/Clerk Township of Billings 15 Old Mill Road, Kagawong ON P0P 1J0 or cao@billingstwp.ca until 12:00 pm, Friday May 2nd, 2025. Please indicate: "Deputy Clerk Position" in the subject line.

Township of Billings thanks all those candidates who submit an application; however, only those individuals identified for an interview will be contacted.

Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990. The Township of Billings is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise if you require accommodation.