| | |
|---|---|
| **Job Posting** | **Assistant Clerk** |
| **Department** | Administration<br>Reporting to the Clerk |
| **Employment Type** | Permanent, Full Time |
| **Hours of Work** | Monday to Friday, 8:00 a.m. to 4:00 p.m. (40 hours per week).<br>Flexibility to work outside normal business hours as required to accommodate Council meetings, public engagement activities, elections, emergencies, and operational requirements. |
| **Workplace Location** | Village of Arcadia Municipal Office<br>91 Route 695, Jemseg, NB<br>On-site position |
| **Salary and Compensation** | $55,000 - $75,000<br>Municipal Employee Pension Plan<br>Employee Group Medical Insurance |
| **Closing Date** | December 4, 2026 |

## Position Summary

The Assistant Clerk provides administrative, legislative, records management, and customer service support to the Village of Arcadia. Reporting to the Clerk, this position contributes to the effective operation of municipal government by supporting legislative processes, maintaining official records, coordinating administrative functions, and assisting with public communications.

Working closely with the Clerk, Chief Administrative Officer (CAO), Treasurer, Council, and municipal staff, the Assistant Clerk helps ensure municipal operations are organized, accurate, transparent, and compliant with applicable legislation, municipal policies, and established procedures.

## Key Areas of Responsibilities

### Legislative and Council Support

- Assist in the preparation, coordination, distribution, and retention of Council and Committee meeting agendas, minutes, reports, and supporting documentation.
- Attend Council and Committee meetings as required and support the recording and preparation of accurate meeting minutes.
- Assist with maintaining records of council resolutions, motions, by-laws, policies, and decisions.
- Assist with the preparation, formatting, review, and distribution of by-laws, policies, agreements, and municipal correspondence.
- Maintain tracking systems for council actions, resolutions, and follow-up requirements.
- Support the organization of public meetings, hearings, consultations, and special council meetings.
- Ensure confidentiality and proper handling of closed session and sensitive municipal information.

### Records Management and Legislative Compliance

- Assist with maintaining corporate records and document management systems.
- Organize, maintain, archive, and retrieve records in accordance with records retention schedules and legislative requirements.
- Support records retention, archiving, and secure disposal processes.
- Assist with responding to information requests in accordance with applicable access to information and privacy legislation.
- Support the development and implementation of records management practices and administrative procedures.

**Administrative Services and Customer Service**

- Provide professional and timely customer service to residents, businesses, contractors, and members of the public.
- Respond to general inquiries by telephone, email, and in person, directing requests to the appropriate municipal department when required.
- Draft correspondence, notices, letters, reports, and other administrative documents.
- Receive, process, distribute, and track incoming and outgoing correspondence.
- Assist with office administrative services, scheduling, and meeting coordination.
- Maintain office filing systems, supplies, and administrative resources.
- Support the coordination of municipal forms, applications, permits, and other administrative processes.

**Municipal Communications**

- Assist with preparing and distributing municipal notices, public announcements, website updates, newsletters, and social media content.
- Support the coordination of public engagement activities, consultations, and community events.
- Ensure municipal communications are professional, accurate, accessible, and consistent with established communication practices.
- Assist with maintaining municipal website content and public information resources.

**Financial and Procurement Support**

- Provide administrative support to the Treasurer and other staff as required.
- Assist with account payables/receivables, purchase orders, expense claims, and other financial documentation.
- Support procurement administration, including maintaining documentation, tracking submissions, and organizing procurement records.
- Assist with maintaining accurate administrative records related to municipal expenditures, contracts, and purchasing.
- Perform administrative tasks associated with financial reporting and budget preparation as assigned.

**Technology and General Office Support**

- Support the effective use of Microsoft 365, municipal software, and electronic records management systems.
- Assist with basic troubleshooting of office technology and coordinate service requests with external IT providers.
- Maintain office equipment and coordinate servicing and maintenance as required.
- Identify opportunities to improve administrative processes, document organization, and office efficiency.
- Perform other related duties as assigned by the Clerk or CAO

## Qualifications

**Education & Experience**

- Post-secondary education in Office Administration, Business Administration, Public Administration, Local Government Administration, or a related field.
- Minimum of two (2) years of progressively responsible administrative experience.
- Experience supporting meetings, preparing minutes, maintaining official records, and coordinating administrative processes is considered an asset.
- Municipal, government, or public-sector experience is preferred.
- Knowledge of New Brunswick municipal legislation and local government operations is considered an asset.

## Skills & Competencies

- Strong written and verbal communication skills, including the ability to prepare accurate minutes, correspondence, and formal documents.
- Excellent organizational skills and attention to detail.
- Ability to manage competing priorities, meet deadlines, and work independently.
- Strong computer skills, including Microsoft 365 and electronic document management.
- Ability to maintain confidentiality and exercise sound judgment and discretion.
- Strong interpersonal and customer service skills.
- Ability to interpret and follow legislation, policies, procedures, and administrative guidelines.
- Professionalism and the ability to work effectively with Council, municipal staff, residents, and external stakeholders.
- Demonstrated commitment to accuracy, accountability, transparency, and continuous improvement.

## Work Environment and Position Requirements

- Primarily office-based work within a municipal government environment.
- Frequent computer use, document preparation, records management, and administrative coordination.
- Regular interaction with residents, Council members, municipal staff, contractors, government agencies, and the public.
- Work requires attention to detail, accuracy, and the ability to manage multiple priorities and deadlines.
- Regular handling of confidential and sensitive information requiring discretion and sound judgment.
- Attendance at evening Council and Committee meetings, public hearings, community events, and other municipal functions as required.
- Occasional adjustment of work hours may be necessary to meet operational requirements, legislative deadlines, election activities, emergencies, or special projects.
- Occasional lifting, transporting, and filing of records, meeting materials, office supplies, and archived documents may be required.
- Support and maintain a safe, healthy, and respectful workplace in accordance with health and safety requirements.

## How to Apply

- Please submit your resume and cover letter in one PDF to: info@arcadianb.ca
- Subject line: Assistant Clerk – [Your First and Last Name]
- Deadline to apply is December 4, 2026 at 12pm (noon).