

Secretary III Buildings

Full-Time

Wage Rate: \$29.67/hour



Elliot Lake offers an exceptional quality of life, a low cost of living and an ideal work-life balance. The area's combination of outdoor opportunities, community organizations, sports, healthcare, low crime rate, natural wilderness and diverse economy help contribute to a great place to live and work!

Are you an organized, detail-oriented professional who thrives in a fast-paced, supportive environment? Do you have a passion for helping communities stay safe, compliant, and efficient? If so, we want YOU to be a part of our **Building and By-law Department** as our newest **Secretary!**

Key Responsibilities

- Be the backbone of our department, providing administrative support to ensure smooth day-to-day operations
- Manage incoming inquiries, handle calls, and maintain a friendly and professional presence for visitors and clients.
- Assist with documentation, filing, and maintaining accurate records.
- Contribute to a positive and collaborative team atmosphere while ensuring compliance with city bylaws and building regulations.

Qualifications:

- Grade 12 education
- Skills and knowledge required to perform duties as outlined
- Previous related experience in a fast paced environment would be an asset
- Excellent work and attendance record
- Excellent interpersonal, public relations, time management, records keeping and verbal/written communications skills
- Excellent computer skills including word processing, spreadsheets, presentation software and document management is required
- Strong interpersonal skills, with the ability to foster positive relationships with the public and colleagues.

Why Join Our Team?

- **Competitive Salary & Benefits** – We offer a rewarding compensation package that includes health benefits, a pension plan, and life insurance.
- **Career Development** – Continuous learning and training opportunities to expand your knowledge in the building and bylaw industry.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, a request for accommodation will be accepted as part of the hiring process. If you require accommodation, please contact HR.

CLOSING DATE: Tuesday, April 15, 2025

The City of Elliot Lake thanks all applicants. Only those selected for interviews will be contacted.

THE CORPORATION OF THE CITY OF ELLIOT LAKE

JOB DESCRIPTION

JOB TITLE: Secretary III	DEPARTMENT: Building Controls
DATE: April 8, 2025	SUPERVISOR: Chief Building Official (CBO)
PRIMARY PURPOSE OF JOB:	Provides clerical support to the Director of Clerks and Planning Services and assists with a variety of responsibilities across multiple areas within the department.

BASIC JOB DUTIES:

1. Provides administrative support to the Chief Building Official and Municipal Enforcement Officers.
2. Greets visitors, answers all telephone calls, answers general inquiries or directs to the appropriate personnel as necessary.
3. Performs a variety of clerical tasks, including, typing, filing, photocopying, faxing, etc.
4. Compile and prepare monthly reports to Council, Statistics Canada, or other relevant parties.
5. Prepares bi-weekly payroll attendance summary sheets
6. Organizes and maintains both physical and electronic departmental files in an organized fashion
7. Schedules appointments and coordinates room bookings for committee meetings.
8. Prepares agendas, purchase orders, field orders, building/plumbing permits, Mobile Vendor Permits, Taxi Licenses etc.
9. Prepares legal notices, orders, and affidavits related to property standards violations.
10. Addresses inquiries from legal firms and ensures compliance with relevant by-laws.
11. Monitors and tracks re-inspection dates for non-conforming properties.
12. Processes public inquiries related to building and plumbing permits.
13. Assists with the Committee of Adjustment by preparing necessary documentation and scheduling meetings.
14. Notifies committee members of upcoming meetings and send out public notices regarding hearings.
15. Responds to public inquiries regarding Minor Variance and Consent procedures.
16. Assists the Municipal Enforcement Officer with animal control duties, answer related inquiries, and manage dog tag orders.
17. Prepares advertisements for the sale of dog tags and updates the animal control index.
18. Prepares annual reports related to animal control.
19. Manages correspondence and documents related to parking tickets.
20. Tracks parking tickets, sends reminder notices, and schedules court dates.
21. Meets with the public to address questions or complaints regarding parking tickets.
22. Performs other related duties as assigned.

QUALIFICATIONS:

- Secondary School Diploma or equivalent required.
- Previous experience in an administrative or clerical role, preferably in a fast-paced environment.
- Exceptional organizational skills and attention to detail.
- Demonstrated proficiency in Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills.
- Strong time management skills and ability to handle multiple tasks effectively
- Proven track record of reliable attendance.
- Strong interpersonal skills, with the ability to foster positive relationships with the public and colleagues.