



## **Support Clerk (Part-time) Fire Department**

Milton Fire and Rescue Services is currently accepting applications for the part-time position of Support Clerk within the Fire Administration division.

### **Position Summary**

Reporting to the Coordinator of Administration, this position provides administrative support to the Fire and Rescue Services Division to ensure our day-to-day operations are completed. This position acts as the administrative assistant for our Emergency Management Committee (EMC) and is responsible for updating and organizing yearly legislative meetings on behalf of the Town, for invoicing incidents, records verification and filing as well as provides back-up at customer service desk.

### **Major Job Responsibilities**

#### Employee Data Management, Reporting & Analytics

- Data Entry in RMS database - Rostering; Report issues to Coordinator of Administration
- Participates in project as a resource to assist in research, evaluation and implementation of any administrative documents
- Provide support to Coordinators with department projects and updating procedures
- Maintain department attendance records and vacation request forms; assist with onboarding, transfers and exits of full-time and part-time staff
- Verifies incident calls and makes minor changes to the SIR to meet OFM standards

#### Administrative Support for Operations

- Prepare/complete correspondence, invoice requests, forms and/or documentation and file electronic invoices for the following:
  - MTO billing Non-Resident External vendors

#### Administrative Support for the Emergency Management Committee (EMC)

- Administrative assistant for our Emergency Management Committee (EMC) and is responsible updating and organizing yearly legislative meetings

#### Customer Service Duties

- Provides customer service to internal customers to troubleshoot and resolve issues.
- Daily front counter back up for the Administrative Support Clerk

### **Minimum Qualifications**

#### Education

- High School Diploma or equivalency with additional courses or training in Office Administration

#### Experience

- Minimum 3 years' experience in an Administrative Assistant or similar role

## Preferred Qualifications

### Education

- Post-secondary diploma in Office/Business Administration

### Experience

- Knowledge of municipal operations, including departmental proceedings is considered an asset

### Certifications and Designations

- Completion of the Emergency Management IMS100 course is considered an asset

## Additional Skills

- Excellent communication, time management and customer service skills
- Proficiency in the Microsoft Office Suite; Outlook, PowerPoint, Word and advanced skills in Excel
- Excellent organizational and accuracy skills
- Ability to work under pressure, to adapt to changing priorities, and to deal with interruptions

**Hourly Rate:** Currently under review

*If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.*

Interested applicants should apply online at [www.milton.ca](http://www.milton.ca) under the Current Employment Opportunities section. The job posting closes at 12:00 am on August 19, 2024. **Interested applicants, please ensure to apply by 11:59 pm on August 18, 2024.**

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.