



**The Corporation of the City of Brantford
Clerks Department**

requires

Mailroom Duplicating Clerk

Job ID# 2449

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

The Mailroom Duplicating Clerk, reporting to the Supervisor of Records, Print, & FOI Services, will operate all machines related to duplicating and mailing services, maintain daily or monthly records of each service, maintain City Hall's paper and corporate supply inventory as well as use email, electronic job submission software, and PDF workflows in conjunction with various PC applications in order to provide internal customers with required reports, agendas, brochures, etc., and other applicable media. The incumbent will assist in developing and coordinating a corporate office supply inventory program. This position includes heavy lifting and possible transportation of paper supplies and finished products and is required to perform the daily internal mail delivery to various departments. Other duties include but are not limited to the processing of all internal and external mail requiring the incumbent to use technical equipment and lift mailboxes on a daily basis as well as using other job finishing equipment such as the folder and folder/inserters, paper cutter, binding machine, large scale copier/scanning machines, and the postage meter. This position will be required to train summer students and may assist in the Corporate Records program as needed. Incumbent will be responsible for maintaining the confidentiality of certain print jobs, including but not limited to personnel files, in-camera Council minutes and agendas, and legal documents. The incumbent will be required to visit off site locations and therefore needs access to a motor vehicle and a valid Ontario class G driver's license. The role also involves being subjected to occasional exposure to dust, dirt, paper fibers, heat, and cold.

QUALIFICATIONS

- Must have a community college diploma in Office Administration or a relative equivalent
- Minimum of two years copy centre/print shop experience is preferred
- Must be able to lift file boxes weighing up to 50 pounds and be able to stand for long periods of time. At times, the position has a high physical demand.
- Keen senses of accuracy, urgency, thoroughness, initiative plus the ability and skill to perform the duties as outlined herein within a reasonable time
- Strong organizational skills, with the ability to manage multiple and changing demands and priorities; multi-tasking, time-management, and shifting responsibilities are frequent components of this role
- Will be required to communicate with repair persons and external vendors on a daily basis
- Proven ability to prioritize workload is also essential to this position
- Proven written and oral communication and customer service skills are required as well as the ability to work as a member of a team
- Experience working with computer applications including MS Word, Excel, Outlook, Adobe, etc.
- The incumbent must have a valid class 'G' Ontario Driver's License in good standing and use of a reliable vehicle on a daily basis

WAGE/SALARY RANGE: \$30.88 to \$32.85 per hour (based on a 35-hour work week) plus benefits

To apply on-line, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday, November 6, 2025, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.