



## **We're looking for a Clerk II - Municipal Law Enforcement (Temporary up to 7 months) to join Clarington's Legislative Services team!**

### **Why Clarington?**

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

### **About the Role**

Vacancy Status: This posting is for an existing vacancy.

The Municipal Law Enforcement Division in the Legislative Services Department requires a Clerk II. This position reports directly to the Supervisor, Municipal Law Enforcement in fulfilling the required duties and responsibilities as they relate to the Municipal Law Enforcement Division.

### **Key Responsibilities**

- Providing reception as a primary point of contact for a high volume of by-law related inquiries, including telephone, e-mail, and counter, and directing inquiries as necessary to the appropriate staff or agency, and following up with clients when required.
- Dispatching investigations and communicating with MLEOs for prioritization of files.
- Maintaining Division files and records, both paper and electronic.
- Issuing and preparing licences and permits for vehicles for hire, refreshment vehicles, auctioneers, peddlers, special event permits, and as required by the Division.
- Processing on-line parking ticket payments.
- Acting as Parking Enforcement Application Specialist.
- Preparation of snow clearing and grass cutting invoices.
- Acting as Secretary to the Property Standards Committee, as required, including attendance at appeal hearings, recording of minutes, typing and distribution of correspondence.

- Providing clerical services for Order to Restrain appeal hearings as required including attendance at appeal hearings, typing and distribution of correspondence.
- Providing general clerical services within the Division such as photocopying, mail processing and distribution.
- Perform other duties as assigned, including those specific to the department.

## What you bring

- A diploma from a two (2) year Community College Office Administration Program or possess qualifications in skills and work-related experience to the satisfaction of the Deputy CAO/Solicitor.
- More than one (1) year of experience in a similar position in a municipal or similar environment.
- Demonstrated excellent organizational and communication skills and must be able to meet strict deadlines.
- Problem solving and deescalation skills.
- Excellent keyboarding and proofreading skills with demonstrated proficiency in the MS Office suite of software.
- Exceptional customer service, communication and interpersonal skills to deal with others in a professional and congenial manner.
- Proven experience in dispatch applications considered an asset.
- Experience in a Municipal environment in a comparable position will be considered in the award of this position.
- Experience in the AMANDA Software and Command Centre would be considered an asset.
- Excellent written and verbal communication abilities.
- A commitment to exceptional customer service and professionalism.
- Must be legally entitled to work in Canada.

## What we offer

- Salary: \$52,847 to \$65,877 - Code 5 of the 2026 Inside Collective Agreement.
- This position is currently eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- Hours of work: 35 hours per week

## Additional Information

*A satisfactory criminal record check and proof of qualifications will be required for the successful candidate.*

Pre-employment testing may consist of written and oral assessments. To be considered successful, candidates must achieve a minimum score of 60% on each test. The highest score attained across the assessments will be used in the final award decision.

## How to Apply

Applications will be accepted until **January 14, 2026 at 11:59pm**.

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: [www.clarington.net/careers](http://www.clarington.net/careers).

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

## **Our Commitment to Equity**

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

## **Privacy**

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at [careers@clarington.net](mailto:careers@clarington.net).