

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following existing vacancy:

Ward Clerk, Golden Plough Lodge

Permanent, Part-time position

Wage range: \$24.12 - \$30.20 hourly

Work Location: 983 Burnham Street, Cobourg, Ontario.

The Golden Plough Lodge is a 151-bed long-term care facility that is owned and operated by the County of Northumberland.

Reporting to the Director of Care, the Ward Clerk is will primarily be responsible to provide courteous reception to all visitors while performing clerical and administrative activities associated with the efficient operations of the Golden Plough Lodge. Duties will include, but are not limited to, coordinating and communicating correspondence such as memos, forms, meeting minutes and other documents, processing incoming and outgoing mail, assist scheduling department, process and file resident documentation, and answering and responding to telephone and email inquiries. You will also help to book appointments, tests, other services, and transportation and communicate arrangements to appropriate team members, as directed by the registered staff.

Additionally, the Ward Clerk will assist with the coordinating of meetings, take minutes, distributing agendas, and gathering and compiling reports for meetings. You will help to perform various other administrative tasks such as admission packages for our residents, orientation packages, and other duties as requested.

Qualifications & skills:

- University Degree or College Diploma in Business Administration, Medical Administration, Office Administration, or a related field of study.
- 1 or more years of direct work experience in an administrative assistant capacity.
- Good mathematical skills to perform calculations required for related duties.
- Proficient in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint).
- General knowledge of Long Term Care an asset.
- Excellent verbal communication skills in order to provide accurate information in a pleasant and effective manner to telephone callers and visitors.
- Able to write and format correspondence, including memos, letters, etc.
- Professional, responsive, and positive work attitude is essential.
- Able to work independently and as part of a team.
- Strong organizational, time management, and multitasking skills.

The successful candidate will be required to submit a satisfactory vulnerable sector check prior to the commencement of employment.

How to Apply:

We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.doc) or Adobe (.pdf)).

Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm Friday, December 5, 2025**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.