

## **A great place to work starts with you!**

Join a team that prioritizes public service, where your work will make a meaningful impact within the community. Parkland County believes in the power of teamwork, fostering a collaborative environment across departments to promote efficiency and innovation. With a solution-focused mindset, we approach challenges with resilience. Parkland County is committed to respect, working to uphold transparency, inclusion, and accountability in all decision-making. With a focus on safety, we create a supportive and safe environment for employees and the public. If you share these values and are ready to contribute to a dynamic and caring organization, we encourage you to consider this opportunity.

### **Now Hiring: Legislative Clerk (Competition #26-11)**

Parkland County has an opportunity for a temporary, full-time Legislative Clerk position in the Governance & Engagement Services department, working until approximately March 2027. Reporting to the Manager, Legislative & Legal Services (LLS), the Legislative Clerk works in a confidential capacity to digitize the County's records while providing administrative support to the Business Unit. This position will contribute to a variety of tasks and assignments related to records management and provides general support services to the service area. In addition to general administrative duties such as scheduling and agenda preparation, this position is responsible for accurately scanning, indexing, and storing all documents in a digital format within our electronic management software.

#### **The ideal candidate for this position will have the following:**

- High-school Diploma with some post-secondary coursework in Business Administration, Records Management or a related discipline.
- A minimum of two (2) years of experience in Records management and filing systems organization.
- Familiarity with the Access to Information Act (ATIA).
- Computer proficiency, including Microsoft Office applications and Adobe Acrobat Pro.
- Proficient in the use of scanning equipment and software.
- Demonstrated organizational and time management skills with accuracy and attention to detail.

#### **The total rewards package for this position includes:**

A starting annual salary of \$56,700 to \$63,600, based on a 35-hour work week and the option to join the Earned Day Off Program.

In addition, extended health and dental benefits, access to our confidential Employee and Family Assistance Program, paid sick time, three (3) weeks vacation a year with your birthday off, flexible work arrangements and personal days are offered. Our organization offers access to physical fitness, including an employee on site gym and lunch exercise programs, a Social Club, a health, safety and wellness committee, and a comprehensive training program with extensive learning and development opportunities. Visit our [careers](#) page to view our Total Rewards Package for this position!

#### **Additional Information**

Interested Candidates are invited to apply online at [parklandcounty.com/Careers](http://parklandcounty.com/Careers) by Wednesday, February 11, 2026 at 4:00 p.m.

The work location for this position is Parkland County Centre, 53109A Hwy 779, Parkland County, AB T7Z 1R1.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. Applications will only be considered through the Parkland County website.

*We are committed to fostering an inclusive workplace that welcomes, respects and values the multivariate diversity of current and prospective employees. We strive to provide reasonable access and accommodation throughout the recruitment and employment process. If you have any questions regarding this, please connect with our team at [humanresources@parklandcounty.com](mailto:humanresources@parklandcounty.com).*