

Clarington

We're looking for a Temporary Part-Time Clerk I (up to 7 months) to join Clarington's Clerk's Division 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.

Reporting to the Deputy Clerk, the Part Time Clerk I is responsible for performing a variety of clerical functions specific to the Print/Mailroom within the Legislation Services department in the Clerk's Division.

Key Responsibilities

- Collecting and distributing municipal mail within the Municipal Administrative Centre and to the outside facilities.
- Assembling and distributing Council, General Government Committee, and Planning and Development Committee agendas.
- Working in the Municipality's Print Room operating the production, collation, and distribution of print jobs, including the use of the folder/stuffer machine.
- Scanning various documents, including daily correspondence, to the Municipality's Laserfiche program.
- Performing general clerical duties including filing and photocopying.
- Ability to travel occasionally to various work locations to deliver mail in a timely and efficient manner.
- Perform other duties as assigned, including those specific to the department.

What you bring

- Diploma from a two-year Community College in an Office Administration Program or possess equivalent qualifications in skills and work-related experience to the satisfaction of the Deputy CAO / Solicitor, Legislative Services.
- One (1) year of experience in a related position would be considered an asset.
- Exceptional customer service, communication, and interpersonal skills.
- Demonstrated proficiency in Microsoft Office applications/advanced photocopy functions.
- Possess and maintain a valid Ontario Driver's License Class "G" and access to reliable transportation.
- Must be legally entitled to work in Canada.

What we offer

- Rate of pay: \$26.56 to \$30.91 per hour (2026 rate)
- Hours of work: up to a maximum of 24 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 **April 16, 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.

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.

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.