



## **Municipal Clerk Maternity Leave Coverage**

The Village of Linden is seeking a motivated, detail oriented, enthusiastic professional to join our administrative support team. This position is a 12-month full time contract, 8:30 a.m. – 4:30 p.m., Monday through Friday, with the possibility of a 6-month extension. Minimum requirements include possessing a High School Diploma or GED and recent professional experience in the administrative field. This multi-faceted municipal administrative position reports to the Chief Administrative Officer and is responsible for providing front office clerical support in a variety of areas; various accounting and clerical duties which include accounts payable, payroll, accounts receivable, property taxes, utilities and cash receipts.

This position also acts as a liaison with the public and must communicate in a courteous and effective manner.

Ideally, the successful candidate possesses the following knowledge, skills & abilities:

- Working knowledge of accounting principles and practices, governmental or utility desired.
- Knowledge of computers and office applications with the ability to operate and use technology.
- Skilled in operating various types of equipment & office equipment including on-line payment processing, and multi-line phone.
- Effective communication, both oral and written.
- Ability to communicate professionally, tactfully, and effectively with the public, developers, co-workers, administrative staff, local agencies and members of Village Council.
- Demonstrate effective conflict management skills.
- Manage time well, be highly organized and plan work assignments effectively to maintain a smooth flow of record keeping and information processing.

Interested individuals are invited to submit a computer generated resume, along with a hand written cover letter outlining their accomplishments, salary expectations and three references to:

Village of Linden

Box 213

Linden AB T0M 1J0

Attn: Chief Administrative Officer

Fax: (403) 546-2112

Email: [cao@linden.ca](mailto:cao@linden.ca)

Closing date: May 31, 2026

The Village appreciates all candidates for their interest, however, only those selected to continue in the selection process will be contacted.