

## **Administrative Assistant to Municipal Law Enforcement** (Job # 2024-097-IE)

<b>Department:</b>	Corporate Services
<b>Status:</b>	Full Time, Permanent
<b>Date Posted:</b>	December 20, 2024
<b>Date Closing:</b>	<b>January 8, 2025, 4:00 p.m.</b>
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	35 hours per week
<b>Salary:</b>	\$64,716 – 78,737 annually (2025 Rates)
<b>Flexible Working Arrangements:</b>	Yes

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### **WHY Stouffville:**

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

We are eager to find a dynamic individual who would like to have a direct and positive impact on the lives of the citizens of Stouffville. If you are looking for an exciting opportunity in a cross functional team, in a flourishing Municipality, this may be the role for you!

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

### **Position Purpose:**

The position would provide administrative support to the Municipal Law Enforcement Division including Bylaw enforcement, animal services and parking enforcement within the Corporate Services Department.

### **Qualifications and Requirements:**

- Minimum of three years' experience in a municipal administration, public services, and/or law enforcement environment.
- Ability to multi-task and assimilate quickly, under varied situations
- Ability to deal with multiple demands and deadlines
- Previous experience in a busy public relations/public sector environment
- Computer literacy in word processing, spreadsheets, presentation, and database software (preferably the Microsoft Office Suite - Word, Excel, Power Point, Outlook, Access); scheduling software, email and the Internet
- Strong grammar, spelling, numerical and organization and time management skills
- Excellent telephone manner and interpersonal skills
- Excellent customer service skills
- Knowledge of local government functions preferred. Ability to learn and familiarize yourself with By-law Department operations, by-laws, filing codes, indices, etc.
- Ability to deal courteously and effectively with the public, staff, court officials and senior management.
- Class G Driver's license in good standing and reliable vehicle to use on corporate business when required.
- Availability to accommodate deadlines, meeting/event attendance and/or peak period workloads that may extend

beyond the normal workday or occur on evenings/weekends, as may be required.

- Project coordination skill an asset.

**How to apply:**

Please forward your resume in confidence by **January 8, 2025, at 4:00 p.m.**, identifying **Job # 2024-097-IE** in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca)

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**