

THE CORPORATION OF THE
TOWNSHIP OF WOLLASTON

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT/TAX COLLECTOR

DEPARTMENT: Administration
POSITION: Administrative Assistant/Tax Collector
REPORTS TO: Administrator
HOURS OF WORK: Full Time 35 hours per week

QUALIFICATIONS, SKILLS AND JOB KNOWLEDGE:

- Proficient in data processing including experience in a Windows operating system environment and Microsoft Office.
- General knowledge of municipal operations
- General knowledge of the Health & Safety Act.
- Excellent verbal and written communication, public relations, and conflict resolution skills
- Willingness to attend training and upgrade skills as appropriate
- Strong organizational and time management skills.
- A valid “G” Driver’s Licence and transportation in order to attend off site meetings would be an asset

DUTIES:

General

- Perform receptionist duties, answer phone and counter enquiries
- Attend meetings or trainings as required
- Open mail and direct for appropriate action
- Maintain database of fire permits
- Maintain visitors center
- Maintain public display and information boards
- Maintain and update municipal website
- Maintain and update municipal face book page
- Produce and distribute monthly events flyer
- Prepare and submit building reports to the required agencies
- Issue Raffle & Lottery Licences
- Issue Community Centre permits
- Issue animal control licences
- Filing and organizing as required

Taxation

- Collect current and arrears taxes and recording of same in the appropriate permanent records, banking
- Monitor property ownership changes & address changes in taxation software and roll book, and ensure information is communicated to all appropriate agencies
- Prepare interim, final, and arrears tax notices and assist in the mailing of all notices

Planning

- Assist the Clerk with the preparing and mailing notices to landowners for Sales of Shore Road Allowance, Rezoning applications, and Minor Variance applications

Other Duties

- Once per year mail and receive Nuisance Beaver contracts with local trappers
- Provide secretarial duties for municipal committees as required
- Provide general assistance to all administration staff as required or requested
- Other duties as assigned by the Administrator