



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

Employment Opportunity

Permanent Full Time Deputy Clerk

The Deputy Clerk is responsible for assisting the Clerk/Administrator in performing the statutory duties as identified in the *Municipal Act*, *Municipal Elections Act* and other statutes/regulations/acts/legislation as required. The Deputy Clerk is also responsible for providing administrative and meeting support to Council, Committees of Council and Local Boards.

Application Process:

Interested candidates may submit a cover letter and résumé by **4:00 p.m. Friday, September 27, 2024**, in the following ways:

Email: Your résumé and cover letter to:
Karlee Britton, Acting Clerk/Administrator
deputyclerk@mckellar.ca

Mail or Drop-Off: Deputy Clerk
Township of McKellar
Attention: Karlee Britton, Acting Clerk/Administrator
701 Hwy 124 P.O. Box 69
McKellar, ON P0G 1C0

We thank all applicants for their interest. We will contact only those applicants who may be selected for an interview.

Accessibility:

Accessible versions of the job posting and job description are available upon request. If you require accommodation, we will work with you to meet your needs.

Privacy:

Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for employment assessment purposes only.