



**Employment Opportunity
Deputy Clerk**

Temporary Full-Time Position – ending November 18, 2026
@ 35 hours/week

The Township of Madawaska Valley is presently accepting applications for a Deputy Clerk (Temporary Full-Time Position – ending November 18, 2026). Reporting to the CAO/Clerk, the position executes the statutory and advisory duties of the Clerk as well as performs a wide variety of functions. The position provides general administrative assistance to the CAO/Clerk, Department Heads and Council ensuring that all municipal and legislative policies are adhered to. Assumes responsibilities and performs Clerk's functions in the absence of the Clerk. The position interacts with staff, Council and the public to coordinate public relations procedures, and oversees Council communication.

Responsibilities:

- Delegated statutory duties of the Municipal Clerk are performed, including those of Election Returning Officer, Commissioner of Oaths, MFIPPA, Division Registrar, and Issuer of Lottery Licensing, Marriage Licenses and Death Certificates and reporting Vital Statistics.
- Assist the Returning Officer with coordinating and running the 2026 Municipal Election.
- Is responsible with consultation with the CAO/Clerk for implementation of directives, policies, instructions and decisions approved by Council
- Acts as Coordinator of the Employee Joint Health & Safety Committee ensuring that the requirements of applicable legislation, ensuring a safe work environment is adhered to.
- Reviews, responds to, and reports on communication addressed to the Township and follows up on communications after the meetings.
- Oversees iCompass (E-agenda maintenance), data entry, online access and staff training and adherence on E-action modules and uploads to the municipal website.
- Manages the Complaints Policy and Procedures, through iCompass and those received electronically

Requirements:

- Extremely focused with a strong attention to detail, excellent interpersonal skills, excellent oral and written communication skills in English, and can handle multiple priorities and meet tight deadlines.
- Must have Office365 with Sharepoint experience
- Post-secondary degree or diploma in Political Science, Public Administration or related discipline or a combination of training, education and experience may be considered.
- Demonstrated management experience and understanding of local government

Rate of pay: \$31.99 – \$37.64 per hour, no benefits. The applicant will be eligible to enroll in OMERS program.

A detailed job description, including an expanded list of responsibilities pertaining to this position is available at www.madawaskavalley.ca, or by request at the Municipal Office. Submit a cover letter and resume electronically via email by 3:00 p.m., Tuesday June 16, 2026 to admin@madawaskavalley.ca.

We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment. If you require a disability-related accommodation to participate in the recruitment process, please email us at cao@madawaskavalley.ca or call our office at 613-756-2747 ext. 210. AI will not be used for this hiring process.