

LEGISLATIVE SERVICES CLERK

FUNCTIONS AND RESPONSIBILITIES

Reporting to the Corporate Officer or designate, is responsible for secretarial work relating to Regional Board meetings, as well as other secretarial and receptionist duties.

DUTIES

- Prepare, distribute and advertise meeting notices. Compile/post electronic agendas, for Regional Board meetings. Agenda preparation includes, to some degree, responsibility for content of material prepared by others (including Department Heads).
- Organize delegations, meeting venues including refreshments, etc.
- Prepare electronic follow-ups of Board meetings, type formal minutes, post handouts and additional information to web page.
- Prepare letters relating to Board decisions, and prepare certified resolutions as required.
- Obtain signatures on minutes, by-laws and other documents as approved by the Board or Chief Administrative Officer.
- Ensure that necessary forms are completed by Directors and Alternates: declarations of office and oaths of allegiance, Financial Disclosure Act forms.
- Perform secretarial duties of a non-confidential nature for the Chief Administrative Officer, Chair, and others.
- Open, photocopy and distribute incoming mail, maintain incoming mail files.
- Maintain resolution indexes for Regional and Hospital District.
- Perform other office duties as required: typing, photocopying, arranging travel, responding to public inquiries and reception coverage.

QUALIFICATIONS/EXPERIENCE

- Grade 12, plus secretarial training and two (2) years' experience in a busy office environment.
- An excellent knowledge of Microsoft Office.
- Knowledge of and experience in using the proper form of business letters and business English.
- Effective written and oral communication skills.
- Accurate keyboarding / typing skills at a speed of 60 WPM.
- Attention to detail for preparing diverse correspondence, official documents, and other material is essential.
- A valid Class 5 Drivers' Licence must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position