TOWNSHIP OF
Hornepayne

Internal/External Job Posting
Permanent Part-Time Position

JOB OPPORTUNITY — ServiceOntario Clerk

Location	Town Hall
Starting Date	Monday, December 14, 2026
Hours of Work	20 hours per week
Wage Rate	$24.04/hr (as per Collective Agreement)

The Township of Hornepayne is seeking to employ a skilled, motivated ServiceOntario Clerk with a high degree of professionalism, accuracy, and attention to detail. This position will perform all tasks associated with ServiceOntario including but not limited to Driver and Vehicle changes and registrations, Health Card changes and registrations, maintaining records, daily closures and bank deposits, stock control and ordering.

Qualifications

- Must be proficient in oral and written English;
- Must be proficient in oral French, or willing to complete French-language training;
- Must have proven experience with public relations, excellence in customer service, report writing, and possess skills in the areas of problem solving, analytical thinking, and research;
- Must have advanced skills in Microsoft Office, or equivalent, with respect to spreadsheet software and word processing;
- Must have a minimum of 2 years' experience in an office environment, which includes email/internet usage and operation of the following office equipment: computer, photocopier, and scanner.

Responsibilities

- Must have the ability to multi-task, work independently and as a team, meet deadlines, learn quickly, and work under stress;
- Must have exceptional organizational, communication, and time management skills;
- Must be bondable;
- Will be required to sign a Confidentiality Agreement;
- Competency testing shall be performed.

How to Apply

Submissions must confirm the requirements of the job posting and consist of a cover letter and resume with relevant references. A negative Criminal Record Check must accompany the package. Job posting and description is available at the Town Hall and on our website.

Submissions will be received until **2:00 p.m. on Friday, December 4, 2026,** by:

Email: info@hornepayne.ca
Mail: P.O. Box 370, Hornepayne, ON P0M 1Z0
In Person: 68 Front Street

We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted.

Jennifer Hill, Clerk
Township of Hornepayne