



The Geographic Centre of Ontario

The Corporation of The Township of Hornepayne
Job Posting
Permanent Part-Time Position

Position: ServiceOntario Clerk
Wage: \$23.34 per hour (as per "Office Clerk" in Collective Agreement)
Starting Date: Monday, June 2, 2025
Hours Of Work: 20 hours per week

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 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;
- Bilingual in English and French would be an asset.

Requirements:

- 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.

Job posting and description is available at the Town Hall and on our website at <https://www.townshipofhornepayne.ca/our-government/job-opportunities/>.

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.

Submissions will be received at the Town Hall by the undersigned until 2:00 p.m. on Monday, May 26, 2025. Applications can also be emailed to info@hornepayne.ca.

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

Jennifer Hill
Clerk
Township of Hornepayne

NOTE: The Township of Hornepayne is an equal opportunity employer and welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Personal information will be used to determine eligibility for potential employment and is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.