



May 3rd, 2021

JOB OPENING: Permanent position

ASSISTANT CLERK
Clerk's Office and the Department of Public
Affairs

Located in the heart of the main east-west (Highways 20 and 40) and north-south (Highways 15 and 13) thoroughfares, the Town of Mount Royal features high quality architecture and an abundance of parks and green spaces. Today, following years of growth and development, Mount Royal is a mature and stable community on the Island of Montreal and sets itself apart through the exceptional quality of life that it provides to its residents.

The incumbent reports to the Town Clerk and Director of Public Affairs and assists him in carrying out his functions related to the Town Clerk's Office and replaces him as required, all in conformance with the *Cities and Towns Act*. The incumbent acts as election clerk during municipal elections and referendums.

DUTIES

- Acts as assistant clerk with the powers conferred by law;
- Determines, in collaboration with his/her superior, the orientations, objectives and priorities of the Department in accordance with its mission;
- Assists the clerk in organizing and following up on Council meetings;
- Assists with the drafting of municipal by-laws and the approval process for municipal by-laws;
- Oversees the handling of claims in accordance with the by-laws, policies and standards in effect;
- Acts as the person in charge of access to documents and of protection of personal information;
- Oversees the activities related to document management and the archives;
- Acts as election clerk.

REQUIRED PROFILE

- Bachelor's of Laws degree;
- Members of the Bar or the Chambre des notaires;
- Two to three years' relevant experience;
- Bilingual (French and English, written and spoken).



CONDITIONS AND BENEFITS

The Town of Mount Royal has advantageous conditions for its employees. For this position, it offers, among others:

- A competitive salary;
- Insurance;
- Defined benefit pension plan;
- Vacation, floating holidays and sick leave;
- On-the-job training.

Applications will be accepted until Friday, **May 14th, 2021, 4:30 pm**. The interested candidates should send their curriculum vitae to Roxane Gaudreau, Human Resources Consultant, by e-mail at humanresources@town.mount-royal.qc.ca, mentioning the job title in the subject line of the email.



Human Resources

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