



January 25, 2021

JOB OPENING: Permanent position

**LEGAL SECRETARY
Clerk's Office and the Department of Public
Affairs**

The work consists of carrying out various secretarial tasks including secretarial tasks related to the legal field for the Clerk's office and the Department of Public Affairs. The person will assume the following functions:

- Writes and signs general correspondence such as responses to requests for information regarding activities and directives, confirmation of administrative decisions, information on current files, etc.;
- Ensures that outgoing correspondence is complete and free of typographical, grammatical, syntactical and spelling errors; verifies compliance with established practices and to some extent the content;
- Analyzes files and documents according to emergencies; distributes and follows up on progress and deadlines; issues reminders to those involved;
- Sets up a large number of significant administrative details in order to lighten the workload of his/her supervisor;
- Ensures the material preparation of meetings, conferences, information sessions, inquiries about the topics to be put on the agenda and writes it, prepares relevant documentation, convenes meetings, etc.;
- Attends meetings, takes note of deliberations and prepares reports or minutes;
- Collects and collates data from a variety of sources to be used in writing reports, articles, speeches, letters, etc., to complete files or to provide information;
- Provides general information regarding directives, activities and regulations and provides explanations or clarifications as required;
- Schedules or reschedules the supervisor's appointments according to priorities, reminds the supervisor of meeting dates and prepares required documentation; confirms attendance at meetings or proposes a replacement as required. Makes travel arrangements for the superior (transportation, accommodation, cash advances, expense reports, etc.);
- Receives, screens, lodges and transmits telephone calls; searches for and gives the requested information or refers the caller to the appropriate authority;



- Performs necessary secretarial duties such as word processing, mail, greeting visitors, updating, filing and coding of documents, maintaining control registers and timelines, etc.;
- Reviews and transmits the documents produced by the Service within the legal deadlines, ensures their reproduction and filing;
- Prepares various draft public notices and certificates;
- Creates all the files for the paperless council;
- Ensure the follow-up and distribution of resolutions and related documents to relevant individuals and organizations;
- Transcribe, update and produce an administrative codification of all municipal by-laws;
- Opens files, acknowledges receipt and transmits to the departments concerned: claims and requests for access to information. Participates in the processing and follow-up of responses to applicants in these files, while ensuring compliance with legal deadlines;
- Prepares timelines and documents related to by-law adoption procedures. Participates in the maintenance of registers for by-laws;
- Takes care of the follow-up of all insurance files of the Town and the annual update of the General Insurance Specifications Book;
- Completes and updates the minute books and by-laws and maintains the various tracking tables, laws (subscriptions) and procedures;
- Acts as Commissioner for Oaths;
- Compile invoices and issue purchase orders;
- Perform any other related tasks.

DESIRED PROFILE

- Hold a Diploma of Vocational Studies (DVS) in secretarial work combined with an Attestation of Collegial Studies (ACS) in legal secretarial work or an Attestation of Vocational Specialization (AVS) in legal secretarial work.
- Possess four (4) years of experience in a job allowing the incumbent to become familiar with the job.
- Written and spoken French and a fast writing method;
- Written and spoken English;
- Word processing and text layout;

SKILLS OR ABILITIES:

- To deal with significant administrative details;
- Discern and adapt to a variety of situations;
- Writes general correspondence;
- Perceive details and identify errors in texts;
- Communicate easily;
- Demonstrates tact and courtesy.

CONDITIONS AND BENEFITS

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

- A salary range from \$26.83 and \$38.33 per hour;
- A stable schedule of 35 hours per week from Monday to Friday;
- Insurance;
- Defined benefit pension plan;
- Vacation, floating holidays and sick leave;
- On-the-job training.

Applications will be accepted until Friday, **February 5, 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 contest number **2021-03**.



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