



P.O. BOX 10, 33 Third Street East, Elk Lake, Northern Ontario  
(705) 678-2237 info@jamestwp.ca

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Are you a detail-oriented professional with a passion for public service? The Township of James is looking for a dedicated Deputy Clerk-Treasurer to join our municipal team in beautiful Elk Lake. This is a unique opportunity to play a vital role in the governance and administration of a vibrant Northern Ontario community.

### **The Role**

The Deputy Clerk is responsible for assisting and providing administrative support to the CAO/Clerk-Treasurer in fulfilling the statutory requirements for the Township of James and Council.

Hours of Work: 35 hours per week

Job Types: Full-time, Permanent

Work is subject to hectic peak periods (year end, tax billing, audit)

Must attend evening council meetings and committee meetings as assigned

### **Key Responsibilities:**

- Provide front line general service and information regarding town business
- Preparing tax bills and processing tax payments
- Post receipts balance & prepare bank deposits.
- Planning, zoning and building inquiries and under the direction of the clerk
- Coordinate various reports for programs, funding grants or otherwise.
- Maintain public communications and notices for website, social media, post office)
- Other duties as assigned and as relevant to Deputy Clerk-Treasurer position.

Council Support: Assist in the preparation of agendas, minutes, and bylaws; attend Council meetings and take minutes

Elections: Assist the Deputy Returning Officer during municipal elections.

Records Management: Maintain and organize municipal records, ensuring compliance with provincial retention standards.

Public Relations: Provide excellent front-line customer service, responding to inquiries regarding municipal policies and services.

**Qualifications:**

Education: Post-secondary diploma in Public Administration, Office Administration, or a related field would be an asset.

Experience: Previous experience in a municipal environment or a high-level administrative role is preferred.

Knowledge: Familiarity with the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and the Planning Act.

Skills: Exceptional organizational skills, proficiency in Microsoft Office Suite, and strong written/verbal communication.

Certification: Completion of (or willingness to obtain) the Municipal Administration Program (MAP) through AMCTO is necessary.

**How to Apply**

Applications must be received by Friday, April 24<sup>th</sup>, 2026 4:00p.m.

Township of James  
P.O. Box 10  
33 Third Street East  
Elk Lake, ON P0J 1G0  
Email: tljibb@jamestown.ca

Hiring will be subject to the submission of a criminal record check and verification of education and experience requirements.

The Township of James is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.