



The Corporation of the Township of Tiny

Municipal Law Enforcement Administrative Assistant - Two Full Time Seasonal Positions (35 hours/week)

The Township of Tiny is accepting applications for the above positions **until 12:00 noon on Friday, February 07, 2020.**

The successful applicant should possess the following skills:

- Excellent public relations & communication skills;
- General clerical and reception skills including file maintenance, memo and report preparation;
- A broad knowledge of computers using Windows (Word/Access/Excel);
- Education in a college or university law enforcement related program;
- Knowledge and understanding of the Municipal Act & Provincial Offences Act;
- Municipal Law Enforcement experience would be an asset;
- A valid Class "G" or "G2" driver's licence with an excellent driving record;
- Valid First Aid and CPR certification;
- Bilingualism an asset.

This position works rotating shifts (35 hours per week for full time officers) with rotating weekends off. Employment commences on April 2020 to September 7, 2020.

The 2019 wage range for the positions was \$17.12 to \$22.02 per hour.

The successful candidate will be required to supply a current Drivers Abstract from the Ministry of Transportation and supply an acceptable Criminal Reference Check to the Township of Tiny.

Please forward your cover letter & resume to the attention of Human Resources by Friday February 07, 2020, 12:00 p.m. Please indicate that you are applying for the **Municipal Law Enforcement Administrative Assistant** position.

Township of Tiny
Attn: Human Resources
130 Balm Beach Road West
Tiny, Ontario L0L 2J0
Fax: (705) 526-2372
Email: humanresources@tiny.ca

We thank all applicants who apply for this position but only those selected for an interview will be contacted.

The Corporation of the Township of Tiny is committed to a barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.

Personal information collected will only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.