



## JOB DESCRIPTION

Position: **Clerical Workflow Assistant**  
Department: **Finance**  
Work Week: **Monday – Friday, 37.5 Hours**  
**Standard Work Week**

Job Type: **Permanent Full Time**  
Reports to: **Manager of Finance**

### Position Overview

The Clerical and Workflow Assistant (CWA) provides administrative and project support across various departments within the Municipal District of Pincher Creek. This role serves as backup for reception and supports special projects and initiatives as needed.

Success in this position requires strong organizational skills, attention to detail, effective communication, and adaptability, given the need to prioritize a variety of tasks.

### Responsibilities Overview

- Provide reception duties including greeting visitors, providing general information, answering and redirecting inquiries.
- Draft and distribute internal and external communications, such as memos, emails, notices and mail outs.
- Scan and file documents accurately into the designated document storage and filing system (Laserfiche), ensuring proper organization and accessibility for users.
- Upon request, assist various departments by researching and preparing documents such as letters, reports, or spreadsheets using municipal software and MS Office software.
- Upon request, assist various departments with compiling information for reports and presentations, ensuring accuracy, clarity, and visually appealing.
- Upon request, provide project support by confirming meetings and project updates.
- Upon request, assist the Utilities and Infrastructure Manager with drafting documents, agreements, or communications.
- Support Asset Management process by scanning data, uploading files, and data entry.
- Support the Development Officer with intake and processing applications for the business license program, utility and road use permits.
- Build and maintain positive working relationships with staff, Council members, external partners, and the public, promoting a collaborative and respectful environment.
- Adhere to workplace safety practices and all organizational policies, acting as a role model for compliance and accountability.
- Participate in emergency response initiatives as assigned by the CAO, supporting the execution of the Emergency Operations Plan when required.

### Qualifications

- Post-secondary education in Business, Administration, or a related field is preferred.
- Valid driver's license and the ability to travel locally for work-related tasks, if necessary.
- Proficient in MS Office Suite (Word, Excel, Outlook, and PowerPoint) and comfortable using specialized municipal software.
- 5 years of previous experience in an administrative role or municipal setting is preferred.

*The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak periods or otherwise to balance the work load.*