



The County of Grande Prairie builds on its natural environment and the entrepreneurial spirit of its citizens to provide an unmatched quality of life and opportunity for all. We offer a collaborative and dynamic workplace where our values of Trustworthy, Transparent, Respectful, and Collaborative guide our conduct and contribute to a healthy culture.

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LEGISLATIVE OFFICERS/CLERKS

Legislative Services Department

Competition #:	HR-2022-0048
Employment Type:	1 Permanent – Full Time, 1 Temporary (1 year)
Schedule:	35 hours/week, Monday to Friday
Wage:	\$34.91 to \$41.07(Clerk) \$46.55 to \$54.76(Officer)
Closing Date:	<u>Open until suitable candidate(s) found</u>

The Legislative Services Department provides high-level administrative, clerical support and results-oriented service to County departments, the Council Members, and Senior Leadership. The Legislative Services department ensures the consistency of governmental, technical, and organizational procedures as followed by County Council and administration, creating a strong foundation from which to provide exceptional municipal services.

We are currently hiring for one permanent and one temporary (1-year contract) Legislative Clerks or Officers. This position plans, organizes and carries out administrative functions for Council, Committees and Quasi-Judicial Boards. The position also records and drafts bylaws and policies, provides legislative functions such as conducting census and municipal elections. We are looking for productive and proactive people to ensure the needs of Councillors, County staff, and residents are met.

QUALIFICATIONS

- Post-secondary in office administration or other relevant diploma. An equivalent combination of education, training, and experience may be considered.
- Minute taking in a formal meeting environment.
- Municipal experience an asset.
- Public Administration/Political Science training/education an asset.
- Officer position requires Assessment Review Board Clerk Certification, Subdivision and Development Appeal Board Clerk Certification and FOIPP Certification. Incumbents without these certifications will be placed at the Clerk Level until the required certifications are achieved.

These positions work Monday to Friday from 8:30am to 4:30pm. Some flexibility and/or overtime may be required.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The County of Grande Prairie recognizes and values the principles of fair hiring practices. We are committed to a respectful and inclusive workplace and welcome applications from all qualified individuals.

Should you require accommodation through any stage of the recruitment process, please contact hr@countygp.ab.ca and we will work with you to meet your needs.