



## **JOB POSTING**

**Position:** Assistant Clerk

### **Summary of Responsibilities:**

Under the direction of the Manager of Administrative Support / Clerk, the Assistant Clerk will assist with all statutory duties under the *Local Governance Act* and is responsible for the provision of all corporate and administrative services to ensure compliance with policies and statutes. The position is also responsible for researching and developing policies to address the priorities and aligns with the strategic direction of the municipality. The Assistant Clerk additionally supports administrative human-resources functions, such as coordinating recruitment processes, maintaining personnel records, and assisting with onboarding and policy administration to help ensure consistent and efficient HR operations.

### **Required Knowledge, Skills and Abilities:**

- Post Secondary degree or diploma in Business Administration, or a related discipline.
- At least two years of experience in policy and/or legislative work, as well as a minimum of two years of experience in human resources administration.
- Must be able to obtain Commissioner of Oaths appointment in the Province of New Brunswick.
- Knowledge of the principles and practices of public service and business administration.
- Knowledge of Parliamentary Procedures, including *Robert's Rules of Order* or similar
- Ability to establish and maintain effective working relationships and communications with Municipal Council, staff and the public.
- Ability to work in a fast-paced environment with strong problem-solving skills.

Applicants will be required to take an appropriate test to demonstrate their proficiency of the required qualifications and skills necessary to perform the required job duties.

**Job Description:** Attached

**Hours of work:** Monday to Friday, 8:30 a.m. to 4:30 p.m. Evening and weekends as required.

**Wage rate:** Manager Level 2 of the [Municipality of Tantramar's Salary Scale for Management](#)

### **Deadline for applications:**

February 20, 2026

Interested candidates are invited to submit a resume and cover letter to:

[careers@TantramarNB.com](mailto:careers@TantramarNB.com)

RE: Assistant Clerk

We thank all applicants for their interest but only those candidates selected to proceed will be contacted.

Dated: February 4, 2026

### **VISION**

Uniquely connected: Live here, learn here, grow here.

### **MISSION**

Fostering a connected, creative community that thrives in harmony with nature, innovation and inclusivity.

### **VALUES**

Creativity, Sustainability, Leadership, Integrity, and Safety.



## Assistant Clerk

### Job Description

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Department:

CAO's Office

Job Title:

Assistant Clerk

Immediate Supervisor:

Manager of Administrative Support / Clerk

Effective Date:

February 4, 2026



## Position Description

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### ASSISTANT CLERK

#### 1. IDENTIFICATION

1.1	Organization:	Tantramar
1.2	Department:	CAO's Office
1.3	Job Title:	Assistant Clerk
1.4	Immediate Supervisor:	Manager of Administrative Support (Clerk)
1.5	Date of Last Revision:	February 4, 2026

#### 2. GOALS OF THE POSITION :

Play a key role in supporting effective local governance by delivering accurate, timely and well-organized administrative support to the Chief Administrative Officer, Clerk and Municipal Council. The position helps ensure that council meetings run smoothly through careful preparation of agendas, minutes and official records. It also strengthens public service by responding to citizen inquiries with professionalism and maintaining accessible, transparent municipal information.

#### 3. TASKS AND RESPONSIBILITIES :

##### 3.1 Summary of Responsibilities

Under the direction of the Manager of Administrative Support / Clerk, the Assistant Clerk will assist with all statutory duties under the *Local Governance Act* and is responsible for the provision of all corporate and administrative services to ensure compliance with policies and statutes. The position is also responsible for researching and developing policies to address the priorities and aligns with the strategic direction of the municipality. This position is responsible for safeguarding all confidential information and maintaining privacy and discretion at all times.

In the absence of the Clerk, the Assistant Clerk assumes the duties and responsibilities of the Clerk as outlined in Section 74(2) of the *Local Governance Act*.

The Assistant Clerk additionally supports administrative human-resources functions, such as coordinating recruitment processes, maintaining personnel records, and assisting with onboarding and policy administration to help ensure consistent and efficient HR operations.

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### 3.2 Tasks Profile

#### **Support to Clerk and CAO**

- Assists the Clerk and CAO with special projects, research on by-laws and municipal policies, and implementation of governance initiatives.
- Assists to coordinate logistics for corporate events.
- From time to time assists with other departmental directors with administrative support, as directed by the CAO.
- Review and circulate all AMANB, UMNB and other relevant materials to Council members and the appropriate Directors.
- Responsible for preparing and managing correspondence on behalf of the CAO, Directors, and Council, ensuring clear, timely, and accurate communication across all stakeholders.

#### **Municipal Council**

- In conjunction with the Clerk
  - Prepares municipal Council meeting agendas and notices.
  - Prepares meeting calendars
  - Advises Council on meeting procedural matters, other by-laws/legislation
  - Keeps all minutes and/or notes of municipal Council meeting and other meetings as assigned by the Clerk
  - Maintains minutes, documents, and records of Council and the originals of all by-laws, resolutions and executed contracts.
  - Prepare and present reports to Council as directed.
- Establish and maintain systems in a timely manner for the retention and retrieval of all records of Council and the CAO's Office
- Prepare and present reports to Council as directed
- Assist with the organization of municipal election information events
- Assist with the creation and implementation of ongoing council orientation
- Assist with the organization of the Swearing-in ceremony for elected officials

#### **By-law & Policy Development**

- Reviews, researches and develops by-laws and policies for Council consideration
- Assist with the annual review schedule for municipal governance documents
- Assist with the coordinating by-law/policy/procedure, etc. development across all departments
- Ensures current approved policies, by-laws, directives, and advertisements are maintained on the municipal website, in searchable format as applicable

#### **Municipal Records Management Program**

- Assist with all municipal records management systems in accordance with the *Municipal Records Management Authority of New Brunswick* standards and the filing, safekeeping,



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and timely destruction of official municipal documents according to all federal, provincial and municipal legal requirements.

- Provides assistance to all staff for filing in accordance with standards.
- In conjunction with the Clerk, act as the primary liaison with Elections NB on municipal elections and work with all incoming members of Council to adequately support them with orientation information.

### **Right to Information and Protection of Privacy (RTIPPA)**

- Assist with all statutory duties related to RTIPPA.

### **Emergency Measures Organization (EMO)**

- Performs defined role in the Emergency Operations Centre and in accordance with the Emergency Response Plan.

### **Human Resources (HR)**

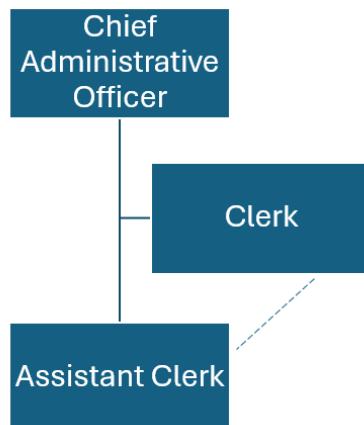
- Coordinates job postings, applicant tracking, and interview scheduling.
- Support hiring managers during the recruitment process.
- Prepare offer letters and new-hire documentation.
- Facilitate onboarding, orientation, and initial training.
- Maintain accurate and confidential personnel files.
- Track employee certifications, trainings and performance documentation.

Other duties as assigned

#### **4. LEVEL OF AUTHORITY**

Reports to the Chief Administrative Officer.

Immediate supervisor is Manager of Administrative Support / Clerk





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### 5. POSITION REQUIREMENTS

#### 5.1 Education and Experience

- Post Secondary degree or diploma in Business Administration, or a related discipline.
- At least two years of experience in policy and/or legislative work, as well as a minimum of two years of experience in human resources administration.
- Experience in local government considered an asset.
- Must be in possession of a valid Class 5 driver's license for the Province of New Brunswick or equivalent.
- An equivalent combination of education and experience may be considered.
- Must be able to obtain Commissioner of Oaths appointment in the Province of New Brunswick.

#### 5.2 Related Knowledge and Skills

- Good recordkeeping and administrative skills.
- Proficient in the use of Microsoft Word and Excel and the ability to learn new technologies.
- Proficient with good records management practices.
- Proactively identifies needs and takes initiative without prompting.
- Collaborates effectively as a supportive, solutions-focused team player.
- Knowledge of the principles and practices of public service and business administration.
- Knowledge of Parliamentary Procedures, including *Robert's Rules of Order* or similar.

#### 5.3 Working Conditions

- All employees must comply with the Municipality of Tantramar's adopted policies and directives.
- Normal office environment with extended periods of computer use
- Travel requirement is minimal
- Due to the confidential nature of many of the functions associated with this position, a high degree of discretion is required.
- Moderate physical demands and high mental and visual demands



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### 5.4 Personal Skills

- Ability to establish and maintain effective working relationships and communications with Municipal Council, staff and the public.
- Ability to express ideas effectively both verbally and in writing.
- Demonstrates strong independence, reliability, and punctuality.
- Ability to work in a fast-paced environment with strong problem-solving skills.
- Excellent communication and interpersonal abilities.
- Ability to handle challenging situations.
- Possess strong organizational skill and be self motivated .
- Be able to write detailed reports and properly document files.
- Possess good public relations and public speaking skills.
- Strong customer service abilities.

Successful candidates will be required to complete a background check prior to commencement of employment. A background check may include the following: education/certification verification, employment reference check, Criminal Records Check and Driver's Abstract.

### 6. HOURS OF WORK

- Regular hours of work shall be thirty-five (35) paid hours per week, 8:30 – 4:30 Monday to Friday
- Must attend Council and Committee of the Whole meetings. Other meetings as required.
- Ability to work hours outside of normal working hours when need arises, from time to time on short notice.

### 7. APPROVAL OF THE POSITION DESCRIPTION

**Tantramar**

Approved by:

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Chief Administrative Officer

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Date