



Municipal Clerk II

Endless Variety

Infinite Opportunity

The Rural Municipality of Wilton is seeking a dedicated and detail-oriented full time Municipal Clerk to join our team. The work the Municipal Clerk does is broad and requires a willingness to perform a variety of tasks. This position plays a key role in providing exceptional customer service to the public and administrative support to our municipal operations.

Highlights:

- ✓ Opportunity for professional development and advancement
- ✓ Above average wages – match YOUR skills and experience to a Stepped salary grid
- ✓ 8:00 a.m. – 4:00 p.m. (paid 8 hours) with attendance recognition
- ✓ Excellent Co-Share Benefits, Relocation/Signing package, defined MATCHED Benefit Pension Plan , Health & Wellness programs
- ✓ Organization that values its staff with transparent communication, employee recognition and opportunity

We need someone to:

- Serve as the first point of contact for residents and visitors by providing reception services in person, over the phone, and electronically.
- Respond to inquiries and requests with courteous and effective communication
- Perform accurate data entry and assist with basic accounting tasks such as accounts payable and receivable
- Process title changes, and tax certificates with attention to detail and timeliness
- Prepare and update written and electronic communications, agreements, reports and applications.
- Maintain organized filing and records management systems
- Ensure compliance with municipal policies, bylaws, and procedures
- Provide backup support for other team members as needed and participate in cross-training initiatives

You should have:

- High school diploma
- Hold a Class “C” Local Government certificate or willing to obtain
- 3 years of administrative experience with increasing responsibilities
- Experience in a municipal government setting is an asset.
- Proficiency in Microsoft 365 applications (Outlook, Word, Excel, Teams).
- Experience with MuniSoft is considered an asset
- Discretion with matters pertaining to confidentiality
- Excellent time management with the ability to prioritize tasks effectively.
- Accuracy and attention to detail in data entry and record management.
- Knowledge of basic accounting principles is essential.
- Ability to quickly learn new software and processes.

Please submit application including Cover Letter indicating Salary expectations

Attention: Krista Bondy

Email: hrit@rmwilton.ca

We thank all interested candidates for applying; however only those selected for an interview will be contacted

Box 40, Marshall SK S0M - 1R0 Tel: (306) 387 – 6244 Fax: (306) 387 - 6598