

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

### Clerk, Administration Business Licensing

The incumbent accepts and processes licensing applications for Taxi Cab Licences, Sign Permits, Home Based Businesses, Body Rub Licences, Private Property Parking Enforcement, Tree Cutting Permits and Animal Licences. Other responsibilities include processing fees regarding parking infractions and licencing for submission to Finance, parking ticket administration, front counter services, and responding to enquiries. General Clerical duties to support the administrative requirements of the Clerk's Office and Municipal Law Enforcement Services.

#### Successful applicants will possess the following:

- Successful completion of secondary school education with some post secondary business training.
- Two years of recent office administration experience and accounting processes in a legislative municipal environment.
- Knowledge of *Vital Statistics Act*, *Freedom of Information and Protection of Privacy Act*, *Marriage Act*, AMANDA software, G Techna MES Software and various Policies, processes, legislation and by-laws.
- Ability to understand Legislation, Policies and By-laws and correctly apply them.
- Demonstrable ability to work independently, quickly and competently with overlapping tasks and frequent interruptions.
- Demonstrable working knowledge of accounting principles and financial documents.
- Ability to deal with highly confidential personal information or sensitive situations on a daily basis.
- Well-developed interpersonal, organizational, communications (written and oral) and customer service skills.
- Demonstrates proficiency in the use of computers and Windows based computer applications with a keyboarding level of at least 40 words per minute with a high degree of accuracy.
- Must be able to effectively communicate information.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.

Compensation includes a comprehensive benefits package, pension plan, and a salary range starting at \$30.10/hr. - \$33.44/hr. (based on a 35 hour work week).

Qualified candidates may complete an [online application form](#) or submit a detailed resume and cover letter by no later than 11:59 PM (Eastern Standard Time) on **Thursday, March 23, 2023** to:

Recruitment Specialist  
Human Resources Department  
One The Esplanade  
Pickering, ON L1V 6K7

**By Email:** [hr@pickering.ca](mailto:hr@pickering.ca)  
**By Fax:** 905.420.4638  
**Online:** [pickering.ca/employment](https://pickering.ca/employment)

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. In accordance with the *AODA Act*, accommodations will be provided throughout the recruitment process where required. Documents can be made available in alternate formats upon request.