

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 Vital Stats & Lottery Licensing
Temporary – 6 Month Contract**

Department:	Corporate Services
Classification:	Temporary
Affiliation:	CUPE Local 129
Vacancy Reason:	Existing
Shift/Hours:	Monday to Friday, 8:30 am – 4:30 pm, 35 hours per week
Salary Range:	\$33.28/hr. to \$36.98/hr. (Union Pay Grade 10)
Work Location:	City Hall, One the Esplanade South, Pickering, ON (On-site)
Date Posted:	Thursday, July 16, 2026
Deadline to Apply:	Thursday, July 30, 2026 by 12:00 noon

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Clerk, Administration Vital Stats & Lottery Licensing.

The successful incumbent provides front counter services, responding to enquiries and questions on the function and services of the Legislative Services Division. Accepts and prepares licensing documentation for Lottery Licences. Prepares and signs all documents regarding Vital Stats and maintains the permanent Vital Stats records. Other responsibilities include processing of fees regarding parking infractions, licencing for submission to Finance, Commissioning of documents and the review and issuing of Marriage Licences. General Clerical duties to ensure that the administrative requirements of the Clerk’s Office, By-law Services and/or Animal Services are met.

This is an on-site position that provides front-line customer service to the public. This role is not eligible for remote work.

Primary Responsibilities

- Responds to a wide range of enquiries at the counter, by telephone, email, or by correspondence and responds directly where possible, or directs them to the appropriate staff/authority.
- Reviews Statement of Death and Medical Record of Death to issue Burial Permits and signs in the capacity of a Deputy Division Registrar.
- Updates the VoterView database, where applicable, for the removal of Pickering residents from the Voters List when a Medical Record of Death has been received.
- Responsible for the administration and maintenance of the permanent records retention system for Vital Stats.
- Prepares and issues Marriage Licences in the capacity of a Deputy Issuer of Marriage Licences.
- Attests various official documents in the capacity of a Commissioner for Taking Affidavits.
- Prepares and issues Lottery Licences in the capacity of a Lottery Licensing Officer.
- Reviews and ensures the accurate submission of monthly Financial Lottery Reports.
- Responsible for overseeing lottery permits for approximately 64 charitable organizations. Tracks approximately \$1.85 million in Lottery Gaming proceeds annually ensuring compliance with lottery regulations.
- Monitors the financial and administrative reports of charities to ensure compliance with the Alcohol and Gaming Commission of Ontario (AGCO) and the Ontario Lottery and Gaming Corporation (OLG).

- Reviews GTechna MES database software in order to confirm information regarding parking violations and apply the correct fee.
- Coordinates first appearance appointments for the effective administration of parking ticket reviews by the First Attendance Facilitator.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Successful completion of Secondary School education with additional post-secondary courses.
- Two years progressively more responsible office administration experience, with at least one year recent experience in a legislative municipal environment interpreting and applying legislation and policies related to the position.

Knowledge, Skills and Abilities

- Applied knowledge of Vital Statistics Act, Freedom of Information and Protection of Privacy Act, Marriage Act, Commissioner for Taking Affidavits Act, Liquor License Act, Gaming Control Act, Alcohol and Gaming Commission of Ontario and Ontario Lottery & Gaming Corporation Policies, AMANDA software, G Techna MES Software as well as various other City Policies, processes, 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 35 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.

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only). 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. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

