



Job Ad

Ministry: Ministry of the Attorney General
Division: Court Services Division
Position Title: ADMINISTRATIVE SUPPORT CLERK
Duration: 1 Permanent
Location: 277 Camelot Street, Thunder Bay, P7A 4B3, North Region
Compensation Group: OPSEU
Salary: \$21.22 - \$23.92 (MplusM) per hour*
Position Status: Open
Job Code: 08OAD - Office Administration 08
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 11518

Would you like the opportunity to put your excellent administrative skills to use? If so, consider this exciting position with the Court Services Division, Northwest Regional Office!

We are seeking a motivated person to provide administrative services to the management team, including scheduling meetings, drafting and circulating agendas, performing research, as well as preparing and presenting background materials. You will prepare and/or process a variety of government and ministry forms to support administrative requirements, such as delegation of authority, invoices, travel cards, p-cards, office procedures and practices, briefing notes and ministry correspondence. You will also be responsible for conducting research assignments in response to requests for information from the various court offices in the region.

Qualifications: demonstrated communication, interpersonal, and customer service skills, as well as the ability to work well in a team setting; proven organizational, research, and analytical and problem solving skills; ability to apply judgement, tact, sensitivity and diplomacy; proficiency in computer software applications such as MS Word, Excel, Outlook, PowerPoint; typing to ministry standards (50wpm).

Posting Date: Friday, September 05, 2008

Closing Date: Friday, September 19, 2008

Applications must be received by the end of the closing date with the Job ID number quoted.

Apply online

or send application to: Northern Recruitment Centre - Ministry of Government Services
159 Cedar Street, Suite 404
Sudbury, Ontario, P3E 6A5
Fax: (705)564-9165

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

The Ontario Public Service is an equal opportunity employer.

Accommodation will be provided in accordance with the Ontario Human Rights Code.

*Indicates that the salary listed includes the maximum plus merit, in accordance with the OPSEU Collective Agreement.