



# Town of Atikokan



## ***Permanent Full Time Job Posting: Deputy Clerk/Human Resources Administrator***

Under the general direction of the Clerk, the Deputy Clerk/Human Resources Administration will assist with administrative and clerical duties relating to Town functions. As part of our management team you will be working with Mayor, Councillors, department heads, managers, our CUPE membership and citizens. You will be self-motivated, task-oriented, well organized and able to work independently and as part of a team.

You will work concurrently on multiple administrative activities. Council and Committees of Council agendas, minutes, resolutions and by-laws are prepared by you in collaboration with the Clerk. You will attend Council and Committee meetings as recording secretary that require after hours work. Other tasks will be policy development, filing, archives, lottery and marriage licencing, marriage solemnizations, mail distribution, social media and website updates. You will also carry out the duties of the Clerk in the Clerk's absence and act as the Deputy Returning Officer for the municipal elections. You will also assist in developing, communicating and overseeing human resources programs, procedures and policies for the Town while performing a wide range of human resources duties including recruitment, onboarding, training and health and safety. Maintaining professionalism, accuracy and confidentiality is a mainstay of the duties performed by the Deputy Clerk/Human Resources Administrator.

Qualifications you bring to the position include progressive experience in a municipal or office environment, a College Diploma or University Degree in Public or Business Administration and a College Diploma or University Degree in Human Resources Management, strong computer and analytical skills. The ability to understand legislation and regulations is essential in this role. The Town of Atikokan also offers a competitive benefits package.

Salary Range: \$59,116.67 - \$67,706.71

Please submit a detailed resume by mail or email, in confidence, by 3:00 p.m. May 9, 2025 or until filled to:

Sue Bates  
Clerk  
120 Marks Street, Box 1330  
Atikokan, Ontario  
P0T 1C0  
[jobs@atikokan.ca](mailto:jobs@atikokan.ca)

We thank all applicants, however, only those selected for interviews will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection. Accommodations of persons with disabilities are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.