

CORPORATION SECRETARY

Kind of Work

Paralegal and administrative work in supervising and co-ordinating the functions of the Corporation's Secretariat.

Distinguishing Features of Work

An employee in this class provides paralegal advice and guidance to the Council officers on the practices and procedures of a Corporation and organizes and directs the administrative functions of the Secretariat. Work involves preparing and issuing notes of all statutory meetings: preparing and circulating agenda, minutes and other documents to Councillors prior to the convening of meetings; attending all meetings to ensure that minutes are recorded at these meetings. Work also involves ensuring that the seal, carters deeds, Records and other documents of the Council are safely kept. Work is performed in accordance with the Municipal Act, Standing Orders and related laws and is subject to general review by a superior administrative officer.

Examples of Work

Organizes and directs the functions of the Corporation's Secretariat.

Advise members of the Council on practices and procedures of Council meetings.

Attends all meetings of Council and other related meetings to ensure proper recording of the proceedings.

Reviews and approves minutes of meetings and ensures that Council's decisions are accurately recorded and that minutes are circulated to members of Council.

Prepares and issues written notices and agenda papers/documents of monthly and other statutory meetings as provided in law.

Examples of Work (cont'd.)

Certifies, as correct, documents of the Corporation, such as land deeds, which may be requested by members of the public or members of Council.

Acts as custodian for the seal, charters, deeds and records and other documents of the Corporation.

Serves as a member of the Corporation's Tenders Committee.

Attends court to authenticate documents/records of the Corporation, as required.

Performs related work as may be required.

Required Knowledges, Skills and Abilities

Considerable knowledge of the Municipal Act, bye-laws, regulations, practices and procedures as well as those associated with the operations of the Ministry of Local Government.

Considerable knowledge of the understanding of the Councils Standing Orders.

Considerable knowledge of standard office procedures and practices.

Knowledge of the principles and techniques of public administration and management.

Ability to supervise a group of employees involved in secretarial duties.

Ability to take notes and prepare minutes of meetings.

Ability to establish and maintain effective working relationship with other employees, members of the Corporation and the public.

Minimum Experience and Training

Experience in related paralegal and administrative work and training as evidenced by the possession of a degree in the Social Sciences, or any equivalent combination of experience and training.

PD (c/c): 7/1/35

May 24, 2013

