

**COUNTY OF FORTY MILE NO. 8  
FOREMOST, ALBERTA**

August 10, 2017

Applications will be received by the undersigned until 5:00 P. M. August 17, 2017 for the following position(s):

***GENERAL OFFICE CLERK- PUBLIC WORKS SHOP***

- Foremost Base
- Full Time Position
- 8 hours/day – 40 hours/week
- Good Communication Skills and Telephone Etiquette
- Experience Operating a Computer
- Knowledge of all Microsoft Programs – (Excel, Windows, Word)
- Ability to Read Map Co-ordinates
- Knowledge of Diamond Software an Asset
- Ability to work effectively with little direct Supervision

*DUTIES:*

- Computer Data Entry.
- Assist with Maintaining Files (Accounts Payable, Accounts Receivable, Daily Equipment Inspections, Operator Grading/Mowing Maps, etc.)
- Mail Collection, Photocopying, Faxing, Scanning, etc.
- Assist Records and Service Clerk II.
- Any other office duties as assigned by the immediate Supervisor.

Duties to commence September 25, 2017 or as soon as possible after closing date of application.

Wages for each position to be as per C.U.P.E. Agreement.

For further details contact Keith Bodin, Municipal Supervisor, at Office: 867-3940; Cellular: 647-7316, Foremost, Alberta.

**DALE L. BROWN  
COUNTY ADMINISTRATOR  
COUNTY OF FORTY MILE NO. 8**