

**Job Title: Housing Clerk**

**Employment Status: Permanent - Full Time**

**Reference Code: 1407**

**Closing Date: September 16, 2021**

**Location: Midhurst, ON L9X 1N6 CA**

**Position Summary**

The Housing Clerk is responsible for providing administrative and clerical duties that support the efficient day to day operations of the Social Housing Department.

**Position Requirements**

1. A minimum of two (2) years of varied office experience.
2. Minimum one (1) year post-secondary certificate in Office Administration or equivalent to obtain a general knowledge in clerical/office functions (or a combination of education and experience).
3. Advanced word processing, spreadsheet and database application skills. Demonstrated keyboarding skills at 55-60 words per minute.
4. Strong interpersonal and communication skills.
5. Criminal reference check with vulnerable sector clearance.

**Compensation**

$23.31 - $28.10 per hour

**To Apply**

View the job description and submit your application online at [www.simcoe.ca/jobs](http://www.simcoe.ca/jobs) 

**The County of Simcoe thanks all applicants for their interest in this opportunity, but please note that only those candidates selected for an interview will be contacted. No telephone calls please.**

Personal information provided is collected under the authority of the Municipal Act (2001) and will be used to determine eligibility for employment. The Corporation of the County of Simcoe is an Equal Opportunity Employer, and will provide employment accommodation upon request.