



**EMPLOYMENT OPPORTUNITY  
TAX & UTILITY CLERK**

The Town of Turner Valley is inviting applications for a full time Tax & Utility Clerk. This position is responsible for the day-to-day management and administration of taxes and utilities for the Town.

This is an advanced clerical position involving the preparation of assessment and tax notices, utility bills and related reports.

**Qualifications:**

A thorough knowledge of municipal services and charges, or the ability to learn same within a relatively short period of time is required.

- Grade 12 plus two years accounting or office administration diploma; or equivalent combination of education and experience.
- Understanding of municipal law, local government accounting would be an asset.
- Strong customer service skills.
- Extremely accurate keyboarding skills.
- Attention to detail with strong organizational skills.
- Proficient in the use of Microsoft Office Suite.
- Knowledge of municipal or accounting software packages would be an asset.

The Town of Turner Valley offers competitive compensation and benefits that include health/dental coverage and a registered retirement savings plan.

A detailed job description may be obtained at the Town of Turner Valley website [www.turnervalley.ca](http://www.turnervalley.ca)

Interested applicants please send resumes to:

Therese O'Brien  
Corporate Services Coordinator  
Box 330, 514 Windsor Avenue N.W.  
Turner Valley, AB. T0L 2A0  
Email: [employment@turnervalley.ca](mailto:employment@turnervalley.ca)

*The Town of Turner Valley would like to thank all those that apply, however, only the successful candidates will be contacted. Please no phone calls.*

Effective Date:  
Revision Date: