



Corporate Services Department

Competition #201022

LEGISLATIVE SERVICES ASSISTANT

One (1) Permanent Full-time Position

Located just 15 minutes northeast of Edmonton on the banks of the North Saskatchewan River, Fort Saskatchewan is home to more than 17,000 people. Residents enjoy the safe, clean and friendly neighbourhoods, spacious and well maintained parks with a 30km trail system, and excellent recreational facilities including the Dow Centennial Centre, a state-of-the-art recreation and culture facility.

Reporting to the Director, Legislative Services, the Legislative Services Assistant is responsible for providing support in the effective delivery of corporate legal and legislative services. The successful candidate will provide assistance to City staff in the development and review of legal documents such as requests for proposals, contracts and agreements. As Assistant Returning Officer, you will help with the planning and execution of municipal elections tri-annually, by-elections and plebiscites in accordance with the *Local Authorities Election Act* and Regulations. If required, you will aid in conducting elections on behalf of School Boards and other levels of government (e.g. Senate); as well, offer support in the planning and execution of the municipal census. As Recording Secretary for the Subdivision and Development Appeal Board (SDAB) you will also be responsible for recording Hearing minutes and performing clerical tasks. Other responsibilities include assisting in the development of bylaws and corporate records management, and to provide coverage for the Administrative Assistant to the Mayor and Council, preparing and distributing agenda's for Council meetings and Leadership Team meetings.

The ideal candidate will possess a post secondary education in municipal government and/or law or a related field. You will also have acquired a Local Government Certificate, Information Access and Protection of Privacy Certificate, and Commissioner for Oaths or Notary Public (or ability to obtain either). This individual will have strong technical knowledge of Microsoft Office applications and be familiar working within a network environment. The successful candidate will have a minimum of 3 years experience in a municipal government environment.

All City employees are subject to a criminal records check prior to commencing employment. The City of Fort Saskatchewan offers a competitive compensation package with a salary range of \$50,077 to \$58,915 per annum. If you are a qualified applicant, we invite you to apply in confidence no later than **Thursday, March 11th, 2010 stating competition #201022 to:**

The City of Fort Saskatchewan
Human Resources Section
10005 - 102 Street
Fort Saskatchewan, AB T8L 2C5
Fax: 780.992.6625
E-mail: hr@fortsask.ca

For more information on employment with the City of Fort Saskatchewan, please visit our website at:
www.fortsask.ca

The City of Fort Saskatchewan thanks all applicants for their interest, but advises only those under consideration will be contacted.