



## Assistant Clerk

The Town of Sackville, NB invites applications for the position of a full-time Assistant Clerk.

Sackville is nestled on the western edge of the famed Tantramar Marshes near the Nova Scotia Border. It is ideally located in the centre of the Maritimes, about 30 minutes from Downtown Moncton. Our community is unique in that you can experience the tranquility and charm that a small town offers yet enjoy recreational, arts, and cultural experiences normally found only in larger urban centres. We're also proud to be home of Canada's number one primarily undergraduate university, Mount Allison University.

In this vital and supportive role, under the direction of the Clerk, the position is responsible for the performance of specialized clerical and administrative duties, along with developing and interpreting policies to address the priorities and strategic direction of the municipality. The duties of the position have a significant confidential component. The successful candidate must possess excellent communication and organizational skills and work effectively within a team environment.

If you are an energetic, motivated individual looking for a rewarding career in Municipal Government, and you possess a post-secondary degree or diploma in Public Administration or similar field, with a minimum of two years of related experience, or have a combination of suitable education and experience for this position, we are interested in hearing from you. A full job description is available at [www.sackville.com](http://www.sackville.com). The Town offers an attractive compensation and benefits package.

Applications, including a detailed resume, may be submitted no later than February 19, 2019, clearly identified as **Employment Application – Assistant Clerk** to Town of Sackville, 31C Main Street, P.O. Box 6191, Sackville, NB, E4L 1G6 or e-mailed to [employment@sackville.com](mailto:employment@sackville.com).

The Town thanks all applicants for their interest, however only those selected for an interview will be contacted.