



Service Ontario Clerk

Permanent – Full Time (35 hours/week)

Department: Finance
Division: Finance
Reports To: Revenue and Taxation Coordinator
Starting Date: As soon as possible

Position Summary

Reporting to the Revenue and Taxation Coordinator, the Service Ontario Clerk acts as the customer service agent/ first point of contact, providing assistance to members of the public with respect to Driver and Vehicle Licencing and Health Card Services. This position administers licencing and registration tasks and other services offered through the Government of Ontario as the Service Ontario representative. This would include the processing of applications for licensing and vehicle sticker renewals, vehicle registrations and transfers, address changes, as well as other services provided by Service Ontario with regard to Ontario Health cards.

Qualifications and Experience

Education (degree/diploma/certifications)

- College diploma in business related courses is considered an asset.

Experience

- Previous experience with Service Ontario is considered an asset

Skills and Abilities

- Highly skilled in greeting customers in a courteous and professional way
- Well versed in managing telephone calls
- Demonstrated ability to answer queries of visitors
- Excellent knowledge of administrative and clerical procedures
- Expert user of MS Word, Excel, Outlook
- Ability to manage multiple tasks in order to meet time sensitive deadlines and work in a fast paced office environment
- Ability to obtain security clearance requirement associated with Service Ontario

Note: As a condition of employment, the incumbent must provide successful criminal screening and background check.

Hours & Conditions of Work

Normal work hours are Monday – Friday – 35 hours per week.
This is a unionized position under CUPE (Local 4448)

What we Offer:

- Compensation – \$26.08 per hour (as of July 1, 2025)
- Comprehensive health and dental benefits
- Participation in the OMERS (Ontario Municipal Employees Retirement System) pension plan
- Employee Family Assistance Program
- Ongoing training and development

Submission of Application:

<https://www.northmiddlesex.on.ca/careers> or carolynt@northmiddlesex.on.ca

If you are interested in this opportunity, please submit your resume and cover letter.

Closing Date: Monday, June 23, 2025 – 12:00 p.m.

A complete position description can be viewed on the North Middlesex Website. We thank all candidates in advance. However, only those candidates selected for an interview will be contacted.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodation will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of the candidate selection.