

**TOWN OF TWO HILLS
JOB DESCRIPTION**

POSITION TITLE:	Summer Student – Inside Worker
REPORTS TO: authority of CFO)	CFO, Executive Secretary <u>Accounts Clerk</u> (under
SUBORDINATE POSITIONS:	None

POSITION SUMMARY:

Under the supervision of the Finance Officer, perform general office and secretarial duties.

DUTIES AND RESPONSIBILITIES:

1. Assist customers, either in person or by telephone, by responding to questions.
2. File documents and reports.
3. Collect and distribute incoming mail.
4. Prepare/Type documents as directed.
5. Perform other duties as assigned by the supervisor.

EDUCATION AND EXPERIENCE PREFERRED:

1. Excellent interpersonal skills.
2. Ability to provide excellent customer service.
3. Familiarity with computers and MS Windows and Word.

NOTE:

Persons occupying this position must be a full time high school or registered in a post secondary institution on a full time basis.