



**EMPLOYMENT OPPORTUNITY
TEMPORARY FULL-TIME POSITION
OFFICE SERVICES CLERK - COMMUNICATIONS**

Posted April 17, 2026



The Town of Lumsden and the Rural Municipality of Lumsden No. 189 invite applications for a temporary, full-time Office Services Clerk – Communications to join our administrative team.

Key Responsibilities

- Prepare Council and Deer Valley Agendas
- Prepare Council Meeting correspondence following the meetings
- Complete tasks arising at Council and Committee meetings
- Format and print minutes and bylaws
- Post minutes/bylaws/policies on websites
- Maintain minutes and bylaw records
- Prepare Voyent Alert/Social Media Posts
- Complete website updates for the Town, RM and Organized Hamlet of Deer Valley
- Prepare Town Newsletter
- Follow up on mail that has been returned by Canada Post
- Organize Staff/Council events including accommodations
- Ensure that Council Public Disclosure Statements are completed in a timely manner
- Commissioner for Oaths
- SAMA and ISC Support
- Special Assignments (research & reporting)
- Greet and assist visitors and callers in a professional and courteous manner; respond to and direct inquiries appropriately
- Conduct research and provide accurate information in response to inquiries
- Utilize municipal tax, assessment, and utility software
- Provide general administrative support to other staff members and assist with other duties as assigned

Qualifications and Skills

- Demonstrated experience working in an office or administrative environment
- Strong attention to detail with the ability to multitask and prioritize workloads
- Positive attitude with excellent communication and customer service skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Experience in office administration and clerical support functions
- Self-motivated with a strong problem-solving aptitude
- Ability to handle confidential information with discretion and professionalism

Hours of Work

- Full-time position, 37.5 hours per week (35 hours paid and 2.5 hours banked toward earned days off)
- Office hours are 8:00 am to 4:00 pm (half-hour unpaid lunch break)
- This is a temporary position, but will be at least three months in duration

Compensation and Benefits

- Wage range: \$24.24 – \$30.71 per hour, commensurate with experience and education
- Participation in a defined benefit pension plan (MEPP) optional
- Unfortunately, temporary conditions do not qualify for health benefits

Application Process

Interested applicants are invited to submit their resume, in confidence, to:

Lumsden Municipal Office
P.O. Box 160
Lumsden, SK S0G 3C0
Email: town.lumsden@sasktel.net

A criminal record check will be required when applicants advance to the interview phase. For additional information regarding this position, please contact **Monica Merkosky or Krystal Strong** at **(306) 731-2404**.

We look forward to welcoming a new member to our team; however, only those candidates selected for an interview will be contacted. There is no closing date for applications; the position will be filled when a suitable candidate is chosen.