



Grenville·sur·la·Rouge

Located in the administrative region of the Laurentians, the municipality of Grenville-sur-la-Rouge is a remarkable place for outdoor enthusiasts and a favorite creative location for many artists and artisans.

The Red River, the Municipality's main attraction, is known for its whitewater water activities such as canoeing, kayaking and rafting.

# Assistant Clerk - Legal Technician

## Executive position



### Your responsibilities

The main objective of the position is to assist and support the Registrar in the optimal and competent management of the human, material and financial resources made available to the Registry Service. He/she replaces the Registrar in the event of absence or inability to act.



### Your main challenges

- Participate in the development of procedures to improve the operations of the registry department
- Provide support to employees regarding the application of laws, regulations, policies, standards and procedures



### In your work plan, you will be called upon to

- Coordinate with the Clerk the preparation and follow-up of council meetings;
- Collaborate in the drafting and follow-up of contracts and regulations assigned to him by the Clerk;
- Assume responsibility for verifying regulations, notices concerning them and their follow-up;
- Ensure the follow-up of regulations (authorization, deadlines, transmission, etc.);
- Organize and prepare the maintenance of registers on regulations;
- Draft, revise and publish the various municipal public notices and ensure that the required approvals are obtained and that legal deadlines are respected;
- Assist the Clerk in the management of claims files;
- Provide first-level support to employees of other departments regarding the application of laws, regulations, policies, standards and procedures;
- Draft, transcribe and verify various letters of a legal nature, such as correspondence, formal notices, contracts, notices or policies in compliance with the expected standards;
- Coordinate the follow-up of requests falling under the department;
- Assist in supervising the maintenance of the Municipality's archives and document management (control, indexing, classification, destruction of documents, archiving, application of the retention schedule, etc.);
- Assist the assistant to the management in managing requests received under the Act respecting Access to documents held by public bodies and the Protection of personal information;
- Prepare the organization of the sale of buildings for which taxes are outstanding, in accordance with the provisions of the Act and the instructions of the municipal council, where applicable;
- In collaboration with the Clerk and the assistant to the general management, prepare and update the procedures of the Registry Service;
- Conduct legal or case law research;



Grenville-sur-la-Rouge

Joining the Grenville-sur-la-Rouge municipal team means:

- Taking on stimulating challenges
- Joining a dynamic team
- Participating in the development of a growing municipality

What makes Grenville-sur-la-Rouge an employer of choice

- Several social leaves
- A work-life balance
- Pension plan
- Group insurance

- May act as a representative of the Municipality in the small claims court;
- Attend public sessions or other meetings that he must attend in the absence of the Clerk or at his request;
- Perform any other related, occasional or one-off tasks assigned by the Director General and Clerk-Treasurer.



#### You have what it takes if...

- You have a college diploma in legal technology
- You have a minimum of 3 years of experience in similar functions and particularly in the municipal sector

\*Any combination of training and relevant experience may be considered



#### You have the profile we are looking for if...

- You have a very good command of French and English, both orally and in writing, and excellent writing skills
- You have a good knowledge of the Municipal Code
- You have a developed sense in planning your priorities and organizing your work
- You demonstrate rigor in the accomplishment of your tasks and in respecting confidentiality

\*Knowledge of PgG MegaGest and Accès Territoire software is an asset



#### Your salary and benefits

This is a new position, salary will be determined based on experience



#### To apply...



Are you interested in the challenge?

Send us your application by email to [info@gslr.ca](mailto:info@gslr.ca) or in person at  
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