



Job Description

**Receptionist & Lotteries
Officer**

IDENTIFICATION

Job Title:	Receptionist & Lotteries Officer
Supervisor's Position:	Director of Corporate Services
Job Status:	Temporary Full Time – 37.5 hrs. per week (until December 31 st , 2025, with possible extension)
Location:	Town Hall

OVERVIEW

The Receptionist/Lotteries Officer is a multi-functional role responsible for handling cash, issuing lottery licenses, and providing receptionist and secretarial support to all Town Office staff. This position plays a crucial role in ensuring accurate recording of all cash receipts and maintaining precise lottery records.

RESPONSIBILITIES

Cash Handling:

- Preparing and recording receipts for all transactions, including utilities, municipal taxes, etc.
- Managing a \$200 cash float account.
- Ensuring the security of all cash.

Receptionist Services:

- Answering phone calls, taking messages, and directing inquiries.
- Receiving public complaints and forwarding them for action.
- Handling cash and documents for Business License and Cab License.

Secretarial Services:

- Maintaining a central filing system.
- Typing correspondence, reports, forms, and other documents.
- Preparing outgoing mail.
- Receiving and distributing incoming faxes.
- Ordering office supplies, monitoring usage, and distributing freight.
- Coordinating the repair and maintenance of office equipment.

Lottery Management:

- Providing advice and assistance to lottery applicants.
- Processing and assessing lottery applications and statement of accounts.
- Maintaining lottery calendar and client files.
- Managing lottery financial information and providing reports.

Business License Management:

- Maintaining the Business License register and files.

Financial and Administrative Support:

- Assisting the Director of Corporate Services, Senior Administrative Officer, and other employees.

Other Duties:

- Performing additional tasks directly related to the major functions of the job, as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong office administration skills
- Understanding of relevant legislation, policies, and procedures
- Ability to prepare reports
- Knowledge of municipal services
- Ability to build and work effectively in a team
- Basic bookkeeping skills
- Excellent oral and written communication skill
- Proficiency in cash handling
- Advanced computer skills, including spreadsheets and word processing
- Strong stress and time management abilities
- Honesty and trustworthiness
- Respectfulness
- Cultural awareness and sensitivity
- Flexibility
- Demonstrated sound work ethic

WORKING CONDITIONS**Physical Demands**

The Receptionist & Lotteries Officer will be required to spend long hours sitting, using office equipment and computers, which may lead to muscle strain. Additionally, there may be occasional light to moderate lifting of supplies and boxes of materials, resulting in mild muscle strain.

Environmental Conditions

The Receptionist & Lotteries Officer primarily works in a controlled office environment that can be busy and noisy. Excellent organizational, time management, and stress management skills are necessary to effectively carry out required tasks.

Sensory Demands

Sensory demands include regular reading and computer usage, which may lead to eyestrain and occasional headaches due to intense focus and concentration required. The municipal office environment may also be noisy and busy, potentially affecting the Receptionist & Lotteries Officer's ability to concentrate.

Mental Demands

The Receptionist & Lotteries Officer must handle multiple requests and situations simultaneously. Stress may also be experienced due to the pressure of completing tasks within tight deadlines, particularly around month-end and year-end.

I certify that I have read and understand the responsibilities assigned to this position.

Employee's Printed Name

Employee's Signature

I certify that this job description is an accurate description of the responsibilities assigned to the position

Supervisor's Printed Name

Supervisor's Signature

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

SAO's Printed Name

SAO's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.