



**SAULT
STE. MARIE**

Temporary Opportunity

(approximately 11 months)

Position: Administrative Support Clerk – Transit & Parking
Job Posting: 073-091-2026
Department: CDES
Division: Transit
Status: Temporary Full Time

Wage Range: \$29.30 – \$33.27
Job Class: 6
Shifts: 35 hours/week
Posted: July 21, 2026
Closes: July 24, 2026, 4:30pm

Primary Duties and Accountabilities include but are not limited to:

- Provide Customer Service via telephone, e-mail and front counter inquiries for the Parking Division.
- Process parking ticket payments, and enter all parking tickets in the system and track all changes to tickets.
- Maintain parking lot patrol schedules and verify parking enforcement payroll.
- Prepare billings for annual and monthly parking tags, enter and balance daily payments, enter and balance provincial payments.
- Responsible for daily pass program including front cash drawer and maintain various cash floats
- Reconcile revenues from Parking meters and Pay and Display units and prepare various bank deposits.
- Sort, count, record and reconcile revenue from daily Transit and Parking operations.
- Monitor the bus pass sales system and request stock.
- Balance and record petty cash, prepare vouchers and receipts, replenish as required for the Transit and Parking Divisions.
- Prepare conviction list for the Provincial Offences Act Office.
- Provide information for court case files to be passed on to POA office and notify all people required for trial.
- Request owner information through the MTO, print and mail out reminders within required timelines, before conviction, regarding parking tickets.
- Ensure office supplies and equipment are available and in working order.
- Make parking passes for the Civic Centre and other city owned parking lots. Maintain plates to pass numbers.
- Prepare various reports; e.g. sales, revenues and invoice to Accounts Receivable, as required.
- Prepare accounts receivable invoices, as required.
- Communicate to parking enforcement agents using a two-way radio, as required.
- Assist in front counter sales for Transit; back up as required.
- Maintain a thorough working knowledge of the City's Health and Safety policies and procedures.
- Perform other related duties, as assigned.

Qualifications:

- Collee Diploma in a related field; e.g. Administrative Assistant, Accounting, Business, etc.
- Two years working in a financial, accounting or office administration position, preferably in a municipal environment.
- Computer literacy in a Microsoft Environment including Excel, Word and Outlook.
- Proficient in mathematical / numerical ability.
- Cash handling skills.
- Detail oriented.
- Customer service skills.
- Ability to organize time effectively to perform the duties of the position.
- Ability to meet and interact with people in a pleasant and professional manner.
- Work both independently and as a team member.
- Understanding of the Provincial Offences Act, is an asset.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 073-091-2026 Administrative Support Clerk – Transit & Parking

This position is covered by a collective agreement, CUPE Local 67. Applications from outside the bargaining unit are welcome, but can only be considered if the position is not filled from within the bargaining unit.

- ❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.*
- ❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*