Temporary Opportunity

(approximately 10 months)

Position:	Office Clerk	**Wage Range**:	$28.01 – $30.65
Job Posting:	112-132-2026	**Job Class**:	4
Department:	CDES	**Shifts**:	35 hours/week
Division:	Cemeteries	**Posted:**	November 23, 2026
Status:	Temporary Full Time	**Closes:**	November 26, 2026, 4:30pm

Primary Duties and Accountabilities include but are not limited to:

- Attend public counter to answer queries and direct public to appropriate personnel.
- Assist various stakeholders, such as the public, monument dealers and funeral homes, with inquiries related to grave lots, columbarium niches and mausoleum crypts as well as other cemetery related information, adhering to City Policies.
- Receive and retain confidential information from various sources, such as City staff, funeral homes, and bereaved families.
- Assist families with preparing, printing, and accepting signed Interment Rights Contracts and Certificates, such as new (pre-need) grave, columbarium, and mausoleum purchases, and forwarding them to the City Clerk.
- Collect and process appropriate fees.
- Post transactions, provide receipts, open and close batches, prepare deposits and maintain log of deposits.
- Maintain cemetery maps and location mapping.
- Assist with scheduling of cremations.
- Prepare cremation certificates.
- Maintain a working knowledge of applicable legislation, regulations, by-laws, policies and provincial directives specifically to cemetery related matters.
- Open, sort and distribute mail.
- Perform filing, set up and maintain department files.
- Generate, input, track and maintain various summary reports and spreadsheets, e.g. fuel, purchases, etc.
- Responsible for inventory & ordering of office supplies.
- Input payroll for approval.
- Knowledge and practice of City Health and Safety policies and procedures.
- Perform other related duties, as assigned.

Qualifications:

- 2-year College Diploma in a related field, e.g., Office Administration - Executive, Business Administration, etc.
- One year working in office administration, preferably in a municipal environment.
- Computer literacy in a Microsoft environment including Excel, Word and Outlook.
- Ability to read, write and communicate to perform the duties of the position.
- Excellent customer service skills.
- Maintain confidentiality and exercise discretion and judgment.
- Ability to operate POS terminal.
- Ability to organize time effectively to perform the duties of the position.
- Ability to meet and interact with people in an empathetic, pleasant and professional manner.
- Active listening and compassionate communication; ability to deal with sensitive information with tact and preserve dignity and privacy.

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	112-132-2026 Office Clerk

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.*