
**TOWN OF OAKVILLE – RECREATION & CULTURE DEPARTMENT
AQUATIC SERVICES JOB DESCRIPTION**

Position Title: Clerical Support
Reports To: Recreation Coordinator – Aquatics
Pay Code:

Current Revision: November 2015
Next Revision: November 2016

PRINCIPLE RESPONSIBILITIES:

QUALIFICATIONS

Grade 12

Working knowledge of computers including Microsoft Office, database software, CLASS

Previous office experience an asset

RESPONSIBILITIES

General Office Duties including:

- Data entry
- Filing
- Processing of batch mailings
- Proof Reading
- Typing
- Other Duties as assigned