



Deputy Clerk – Permanent Full-Time

The Corporation of the Municipality of Hastings Highlands is a rural community with a population of approximately 4,385. Hastings Highlands is a great place to live and play as a four-season municipality that is 'Beautiful by Nature'.

The Municipality of Hastings Highlands is seeking a tech-savvy, conscientious and detail-oriented professional who performs well in a fast-paced environment for a permanent full-time position of **Deputy Clerk**. Under the direction of the Municipal Clerk, the Deputy Clerk is responsible for providing accurate, technical and timely administrative support for various legislative functions and will support the Clerk's statutory duties as outlined in the *Municipal Act* and related legislation. Serving as a key contact for residents and staff, the Deputy Clerk assists with the day-to-day operations of the Clerk's Department including coordinating and processing requests for business licenses, lottery licenses and cemetery management; commissioning documents, vital statistics administration, website administration, records management and acts as Deputy Returning Officer during municipal elections. The Deputy Clerk provides administrative and meeting support to Council, when required or in absence of the Clerk.

At the Municipality of Hastings Highlands our team members believe in our **Corporate Values**. Our team is **Committed**, they demonstrate **Integrity**, and they are **People Smart**.

The Municipality offers an annual salary range of \$59,436.00 to \$69,517.50 per year (2025 rates).

The full job description and position qualifications can be found on our website at www.hastingshighlands.ca under the tab Municipal Services>Careers and Volunteering: <https://www.hastingshighlands.ca/municipal-services/careers-and-volunteering/>

Applicants are invited to submit resumes in confidence by **2:00 p.m. on November 28, 2025** to:

Municipality of Hastings Highlands
33011 Highway 62, P.O. Box 130, Maynooth, ON K0L 2S0
Email: humanresources@hastingshighlands.ca

Hiring will be subject to the submission of a Criminal Record check and verification of education and experience requirements.

The Municipality of Hastings Highlands is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodations are available for all parts of the recruitment process. Please advise in advance if you need any accommodation to ensure you can fully participate. By submitting your personal information to the Municipality of Hastings Highlands, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used to determine the qualifications for employment with the Municipality of Hastings Highlands. Questions about this collection should be directed to the Municipal Clerk at 33011 Hwy 62N, PO Box 130, Maynooth, ON K0L 2S0.

The Municipality of Hastings Highlands does not currently use artificial intelligence during the hiring process.