



## The Corporation of the Township of South-West Oxford

### Requires a Full Time, Protective Services Clerk (Contract – up to 18 Months)

The Township of South-West Oxford is committed to enhancing the well-being, safety, and sustainability of its communities through the delivery of high-quality, responsive, and accountable municipal services. We take pride in fostering a supportive and service-oriented environment that meets the evolving needs of our residents, businesses, and community partners.

Strategically located along the Highway 401 corridor in the southwest corner of Oxford County, the Township benefits from strong regional connectivity and an integrated transportation network of Provincial, County, and Municipal roadways. This strategic location supports continued growth, accessibility, and a vibrant, connected community for residents and businesses alike.

We are seeking a motivated and detail-oriented professional to join our team as **Protective Services Clerk**.

#### Position Summary

The Protective Services Clerk position provides administrative and customer service support across Fire and Emergency Services and General Administrative Services for the Township. Serving as a key point of contact at the front counter, by phone, email, and online platforms, the role ensures professional, responsive service to residents, staff, and external partners while supporting township communications, records management, finance processes, and reception functions. The position acts as Administrative Assistant to the Fire Chief/CEMC, as well as to the Health and Safety Coordinator and Joint Health and Safety Committee, coordinating meetings, correspondence, documentation, and internal information management to support effective and compliant municipal operations.

With a strong focus on Fire and Emergency Services, the role provides detailed clerical, reporting, and information management support, including maintaining personnel, incident, inventory, payroll, and legislative compliance records. Responsibilities include preparing reports, budgets, training and prevention materials, processing invoices and payroll summaries, reconciling monthly credit card statements, and coordinating supplies and Emergency Operations Centre resources.

A complete job description, including detailed responsibilities and qualifications, is available at [www.swox.org](http://www.swox.org).

#### Key Responsibilities Include:

- Provide exceptional customer service through front counter, telephone, email, and online channels while supporting general administrative services including reception, records management, finance processes, and township communications.

- Deliver comprehensive administrative and clerical support to the Fire Chief/CEMC, Health and Safety Coordinator, and Joint Health and Safety Committee, including scheduling meetings, preparing correspondence, reports, and maintaining confidential records.
- Maintain accurate and detailed records related to fire service personnel, incidents, inventory, payroll, by-laws, and operational activities to ensure legislative compliance and effective information management.
- Coordinate departmental logistics, including meeting arrangements, travel and accommodations, inventory control of office, fire service, and Emergency Operations Centre supplies, and preparation of fire pay attendance summaries and invoices for municipal services.
- Support Fire and Emergency Services operations through technology and communications, including managing databases and web portals (e.g., Laserfiche, FirePro, E-forms), updating Standard Operating Guidelines as directed, and maintaining departmental communications, social media, and website content.

### **Qualifications**

- Post-secondary education in public/business administration or a related field, or an equivalent combination of education and relevant experience.
- One (1) to three (3) years of administrative experience, preferably in a municipal or public sector environment.
- Strong organizational, communication, and customer service skills.
- Proficiency with Microsoft Office 365; Canva; Adobe Express; Social Media (Facebook/Instagram); experience with municipal software (e.g., FirePro, Laserfiche, Great Plains) considered an asset.
- Valid Ontario Class “G” driver’s license.

### **Salary and Benefits**

This is a **Grade 3 position** on the Township grid, with a salary range of **\$51,123.80 to \$63,900.20** (based on a 35-hour work week), plus a comprehensive health benefits package and the OMERS Pension Plan.

### **Application Process**

Qualified applicants are invited to submit their resume, outlining their qualifications and experience, by **Monday, March 2<sup>nd</sup>, 2026 at 4:30 p.m.** to:

Emily Lavender-Ruple, Payroll & Benefits Administrator

Township of South-West Oxford

312915 Dereham Line, RR1

Mount Elgin, ON N0J 1N0

Email: [payroll@swox.org](mailto:payroll@swox.org)

The Township of South-West Oxford is an equal opportunity employer and values a diverse workforce. Accommodations are available for applicants with disabilities upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act.