



The Rideau Valley Conservation Authority is the lead intermunicipal agency working to address river-related environmental issues and concerns within the Rideau Valley watershed. Thanks to our many partners, the scope of our environmental protection work includes planning, source water protection, tackling flooding and erosion problems and researching water movement and use in the valley. We help people maintain healthy shorelines, provide advice on development-related issues and report to municipalities, agencies and the public about watershed conditions and trends. We also provide public access to natural waterfront areas, deliver community-based stewardship programs, reduce water pollution and protect fish and wildlife habitat.

## **Clerk – Ottawa Septic System Office (OSSO)**

### **Casual on-Call**

### **\$18.00/hour**

***Our offices are located in a suburban area just south of urban Ottawa. Public transportation is limited. Candidates should ensure they have reliable transportation before applying.***

Under direct supervision, you will be responsible for compiling, recording and distributing applications and permits for processing. You will maintain digital and hard-copy records and you will regularly update the database and generate routine reports and standard maps. You will provide exceptional customer service to our applicants and other external clients, and from time-to-time you will help with special research projects and public education workshops.

As the ideal candidate, you are a post-secondary student or graduate of a program related to environmental studies. You have at least one year administrative or clerical experience. You have excellent computer and keyboarding skills and the ability to undertake detailed work accurately using Microsoft Word, Excel and Access. You have a good command of the English language, both verbally and in writing. Being able to communicate verbally in French is an asset. To round out your skill set, you have exceptional customer service skills, demonstrated organizational skills and a commitment to meeting regular deadlines. You will occasionally drive an RVCA vehicle, therefore you must hold a valid Driver's License and have a reasonably clean driving record.

If you have a strong commitment to championing protection of the environment and the safeguarding of land and water resources, please send your resume and covering letter, no later than **December 3, 2021** to:

By e-mail: [hr@rvca.ca](mailto:hr@rvca.ca)

Human Resources  
Rideau Valley Conservation Authority  
P.O. Box 599, 3889 Rideau Valley Drive  
Manotick, Ontario K4M 1A5  
Fax: (613) 692-0831

**Visit us on the web at [www.rvca.ca](http://www.rvca.ca)**

*The Rideau Valley Conservation Authority is an equal opportunity employer.*

*We welcome all applications; however we will contact only those candidates selected for consideration.*

*We are committed to providing accommodations for people with disabilities. If you are selected for an interview and you require an accommodation, we will work with you to meet your needs.*