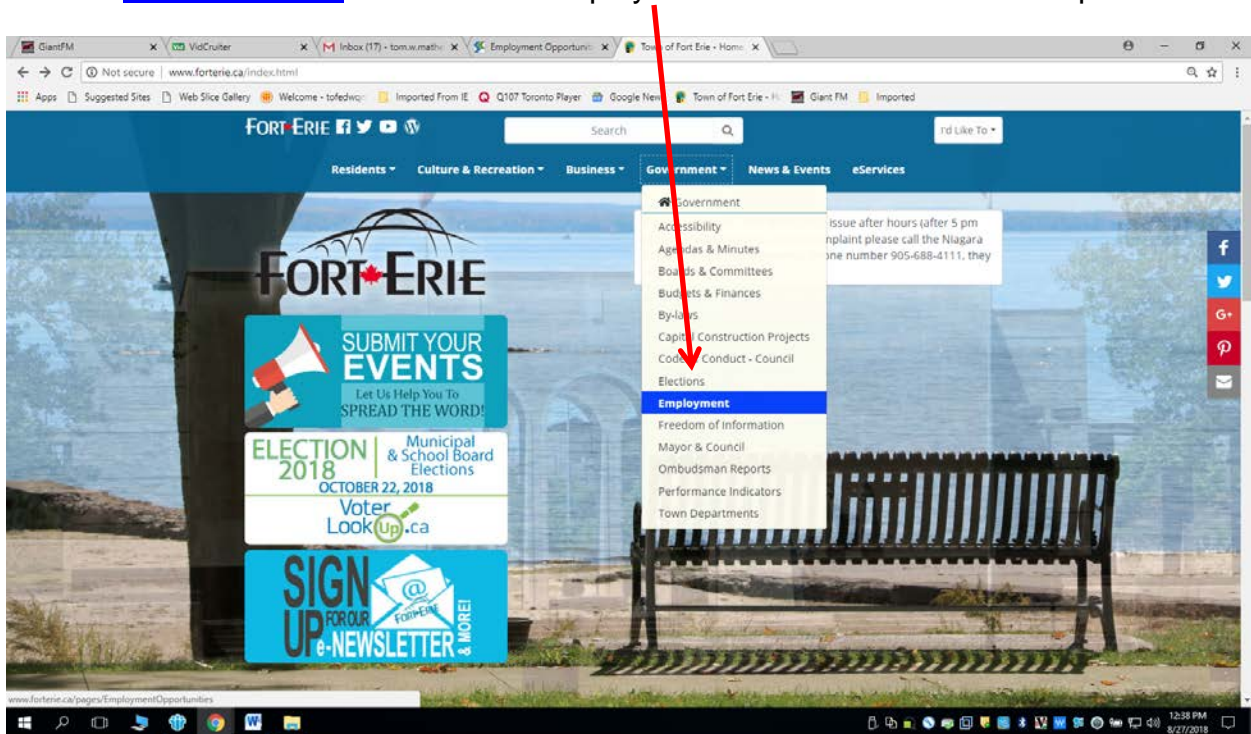
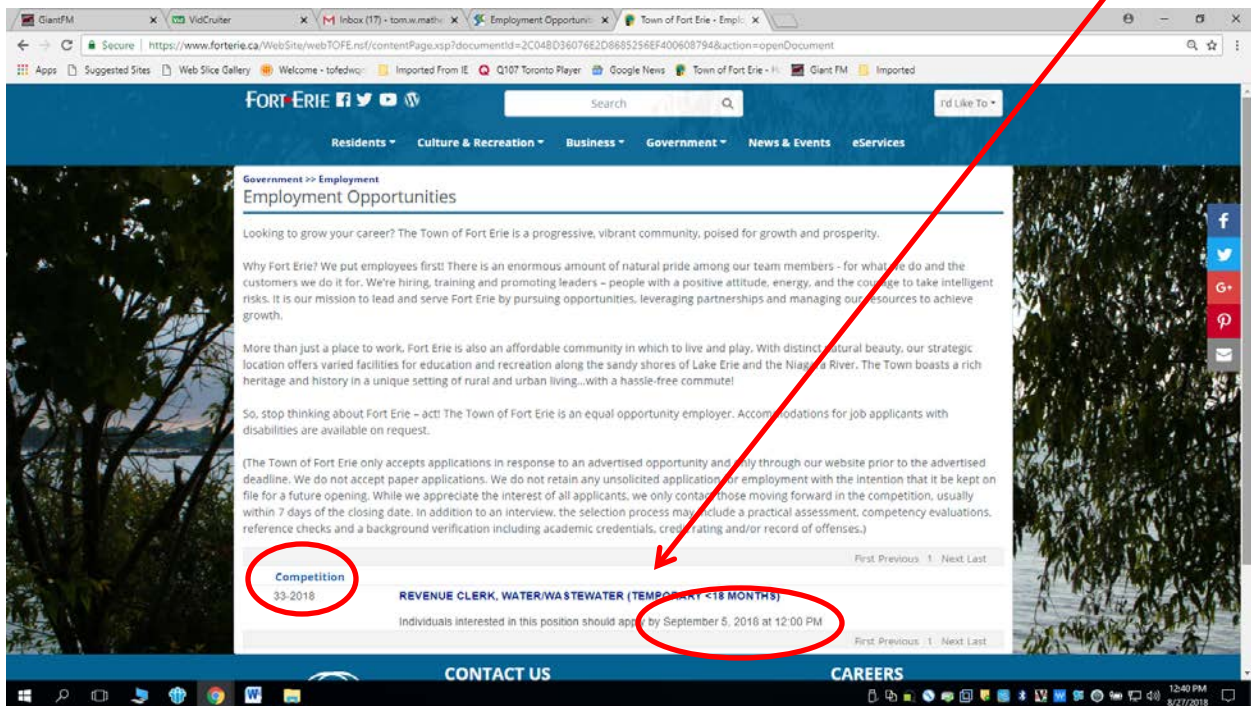


How to Apply for Employment Opportunities at the Town of Fort Erie

1. Visit www.forterie.ca and click on “Employment” in the “Government” drop-down.



2. When the “Employment Opportunities” page opens, you will see current job openings listed with the competition number and the deadline for applying. Click on the job that you want to apply for.



How to Apply for Employment Opportunities at the Town of Fort Erie

3. When you click on the job that you want to apply for, the job ad and the job description will appear. The ad and the job description tell you everything you need to know about the job. Click on the link in the ad to begin the application process.

The screenshot shows a web browser displaying a job advertisement for the Town of Fort Erie. The job title is "Revenue Clerk Water & Wastewater (Temporary up to 18 months)". The advertisement includes a description of the role, qualifications, and a deadline for applications. A red circle highlights the application deadline: "The deadline for receiving applications is 12:00 Noon on Wednesday, September 5, 2018. Click [here](#) to apply."

**Revenue Clerk
Water & Wastewater
(Temporary up to 18 months)**

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As the Revenue Clerk Water & Wastewater you will maintain water/sewer accounts, assist with billing and interact with customers.

This is a temporary position to cover an extended leave. You **must** have an Ontario Secondary School Diploma OSSD or equivalent plus a Business/Accounting diploma program or course of more than six months.

Other qualifications include:

- Technical knowledge of accounting practices relating to the processing of accounts receivable including billing and collections
- Technical knowledge of computers and financial applications (i.e. MS Office, Lotus Notes, tax/water systems, CRM)
- Specific knowledge of Municipal Act and associated regulations, knowledge of Town by-laws, policies and procedures pertaining to water and wastewater rates and billing an asset
- Customer service orientation, excellent analytical and mathematical skills

This union position offers a pay rate of \$24.79 per hour, based on 37.5 hours per week.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Fort Erie...a welcoming, prosperous connected community of choice

The deadline for receiving applications is 12:00 Noon on **Wednesday, September 5, 2018**. Click [here](#) to apply.

We will contact candidates selected for an interview. The evaluation process may

4. Fill in the form with your name and email.

The screenshot shows a web browser displaying an online application form for the Town of Fort Erie. The form is titled "Revenue Clerk - Water/Wastewater" and includes fields for "First Name", "Last Name", "Email", and "Confirm Email". A red banner at the top of the form area reads "PREVIEW - No information will be saved." The background of the form features the Fort Erie logo and a scenic view of a building.

PREVIEW - No information will be saved.

FORT-ERIE

Revenue Clerk - Water/Wastewater

* First Name

* Last Name

* Email

* Confirm Email

How to Apply for Employment Opportunities at the Town of Fort Erie

5. Scroll down and attach pdfs of your cover letter and resume or you can combine them into a single pdf. Include your address and phone numbers, read and acknowledge the Privacy/Disclosure Consent by checking the box. Then click “Next”.

The screenshot shows a web browser window with the URL https://forterie.hiringplatform.com/questionnaires/62094-application-form/people/new?locale=en&preview_key=8a0ht2mtmvmacd8ft. The page is titled "PREVIEW - No information will be saved." and contains the following sections:

- Resume:** A "Choose File" button with "No file chosen" below it.
- Cover Letter:** A "Choose File" button with "No file chosen" below it.
- Address:** A text input field.
- Day Phone:** A text input field.
- Alternate Phone:** A text input field.
- Privacy/Disclosure Consent:** A section with a "Print" and "Download as PDF" icon, a paragraph of text, and a checkbox labeled "I agree to the terms of use and privacy policy". A red circle highlights this checkbox, and a red arrow points to it from the top right.
- Next:** A button at the bottom of the form.

Technical difficulties? Send us a message

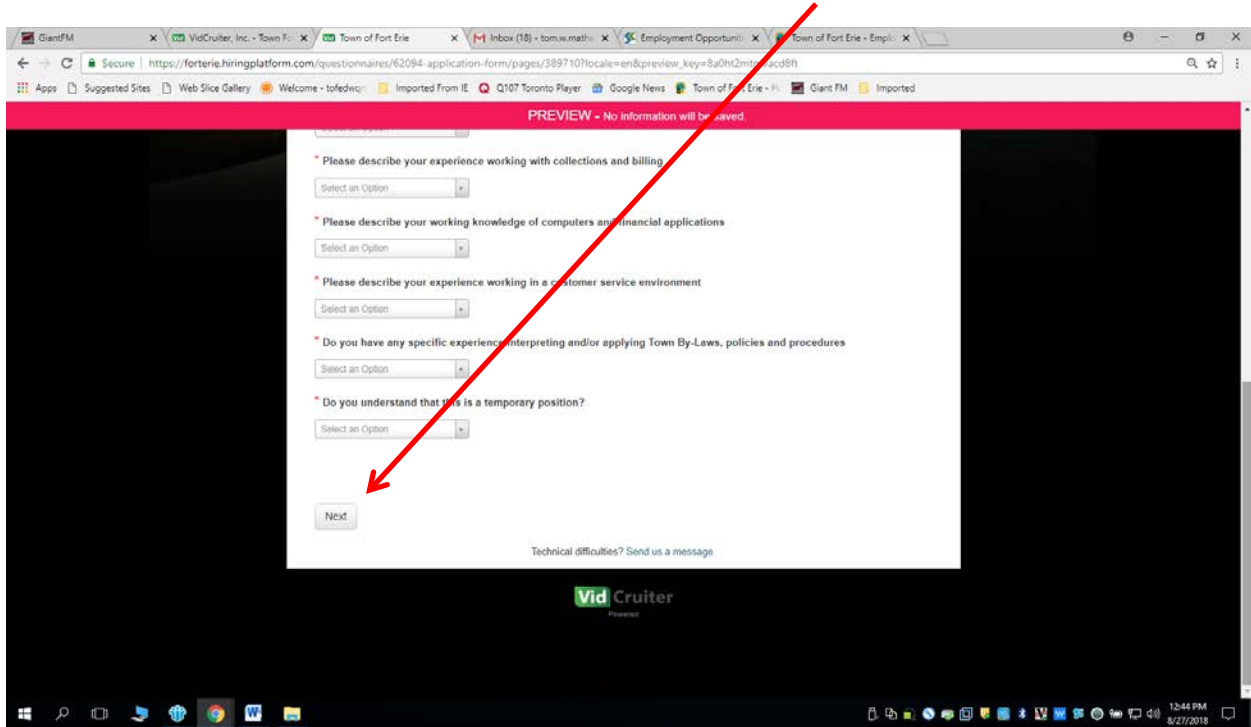
6. The next page will ask you to answer questions using the drop down.

The screenshot shows the next page of the application form, titled "Revenue Clerk - Water/Wastewater" and "Page 1 of 3". The page features the Fort Erie logo and a background image of a building. The questions and their corresponding dropdown menus are:

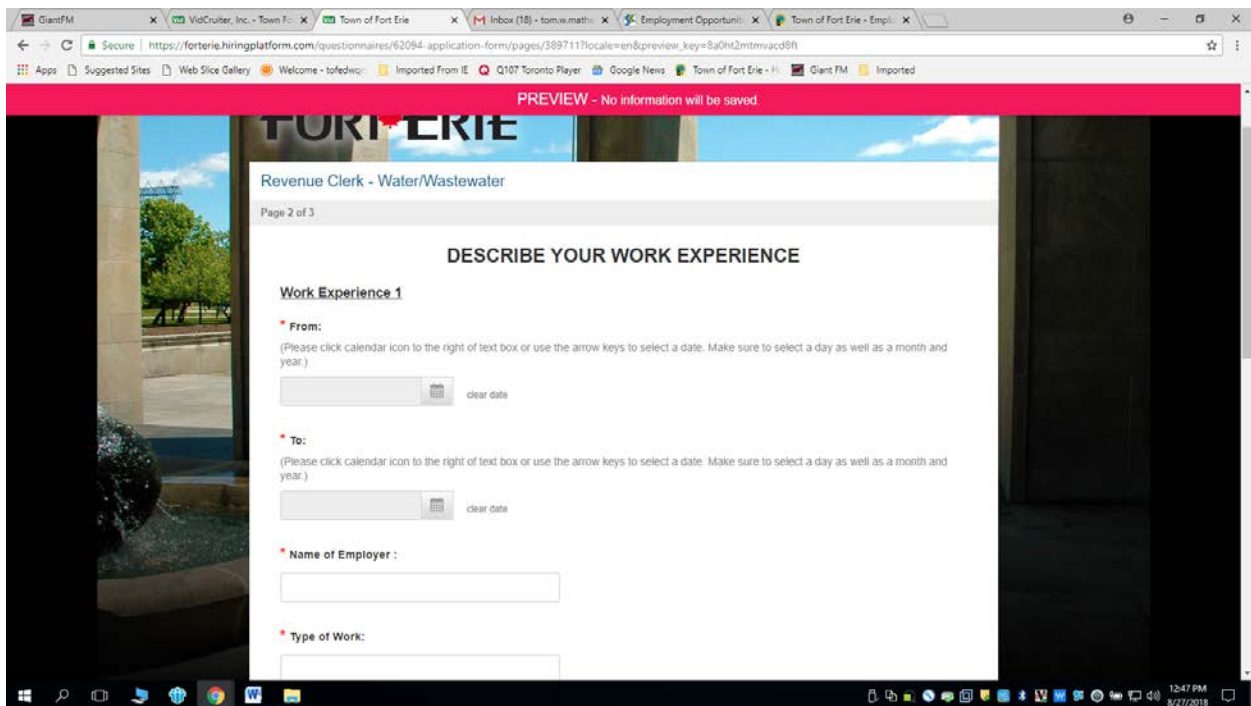
- Do you have your Ontario Secondary School Diploma or equivalent?** A dropdown menu with "Yes" and "No" options.
- Do you have experience working in billing and collections for a water/wastewater, electric or natural gas utility?** A dropdown menu with "Select an Option" text.
- Please describe your technical knowledge of and experience in accounting.** A dropdown menu with "Select an Option" text.
- Please describe your experience processing accounts receivable** A dropdown menu with "Select an Option" text.
- Please describe your working knowledge of taxation and/or water billing systems** A dropdown menu with "Select an Option" text.

How to Apply for Employment Opportunities at the Town of Fort Erie

7. Be sure to answer ALL of the questions. Then click “Next”

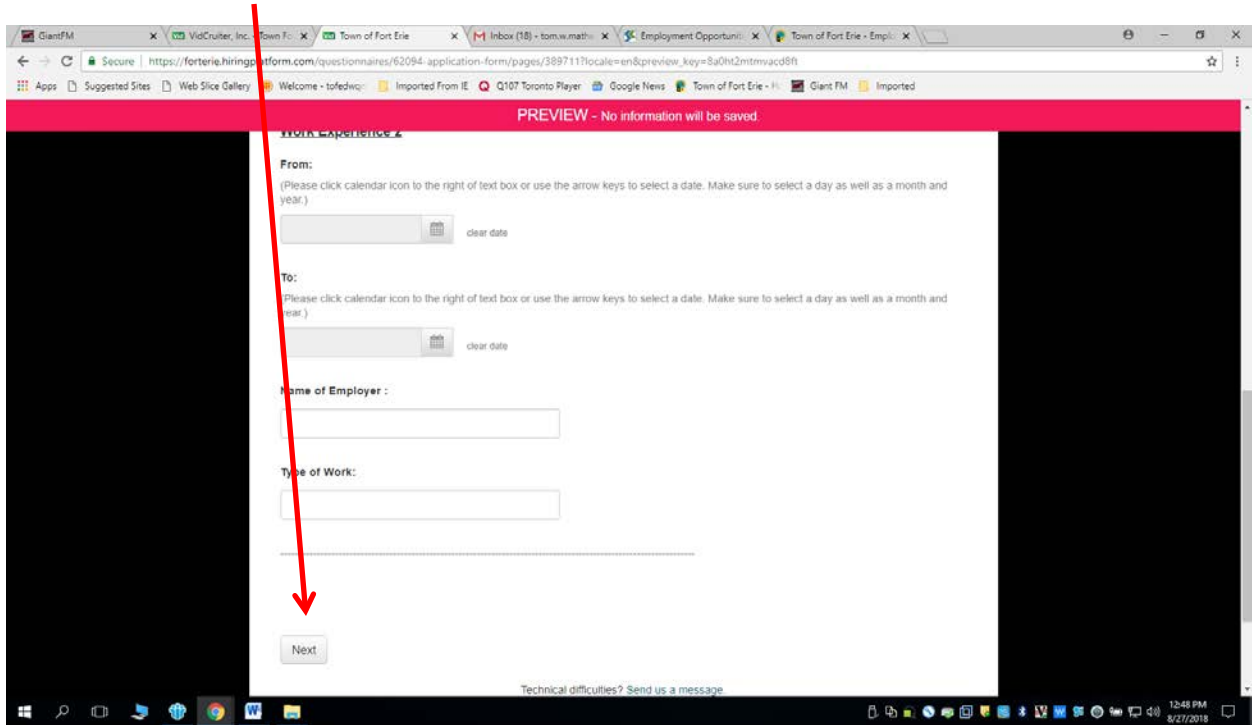


8. Describe your work experience. If you are currently employed, describe your current and previous jobs. If you are not currently employed, describe your last two jobs.

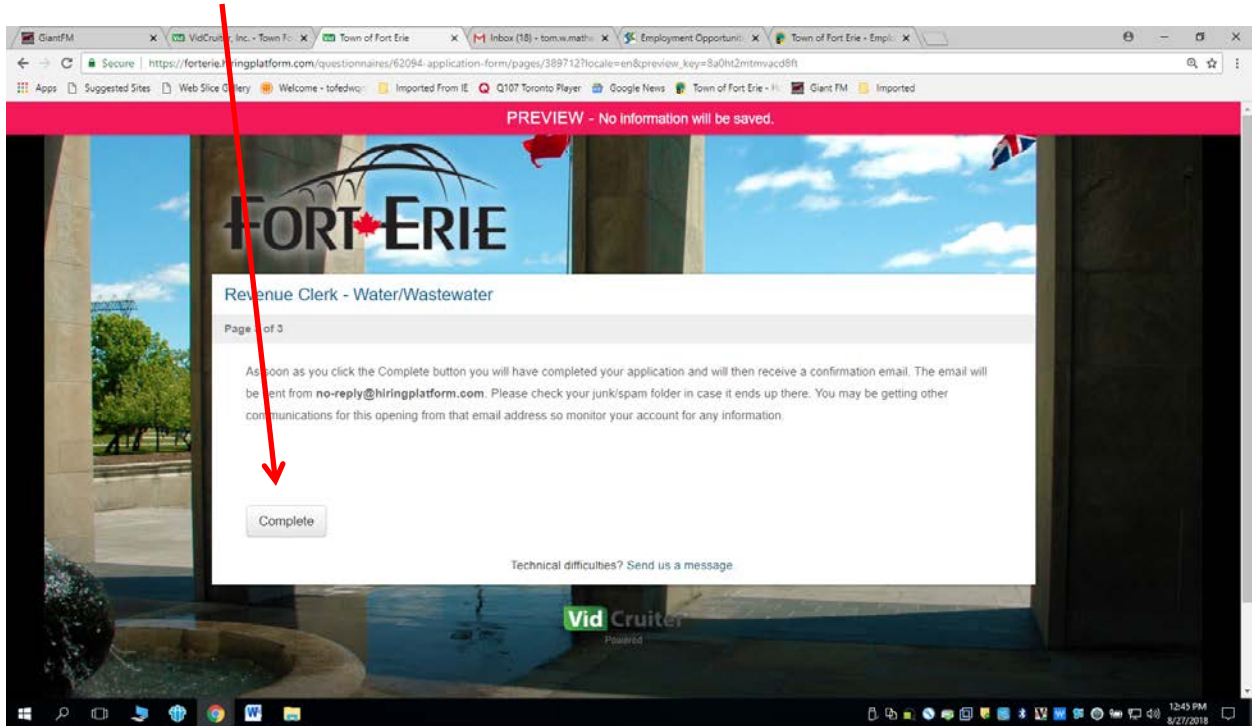


How to Apply for Employment Opportunities at the Town of Fort Erie

9. Then click “Next”



10. Click “Complete”. You will receive a confirmation email.



How to Apply for Employment Opportunities at the Town of Fort Erie

11. If you are invited to an interview, you will receive an email like the one below. Click on the link. **Do not reply** to the email.

Congratulations! You are moving forward.

YOUR NAME

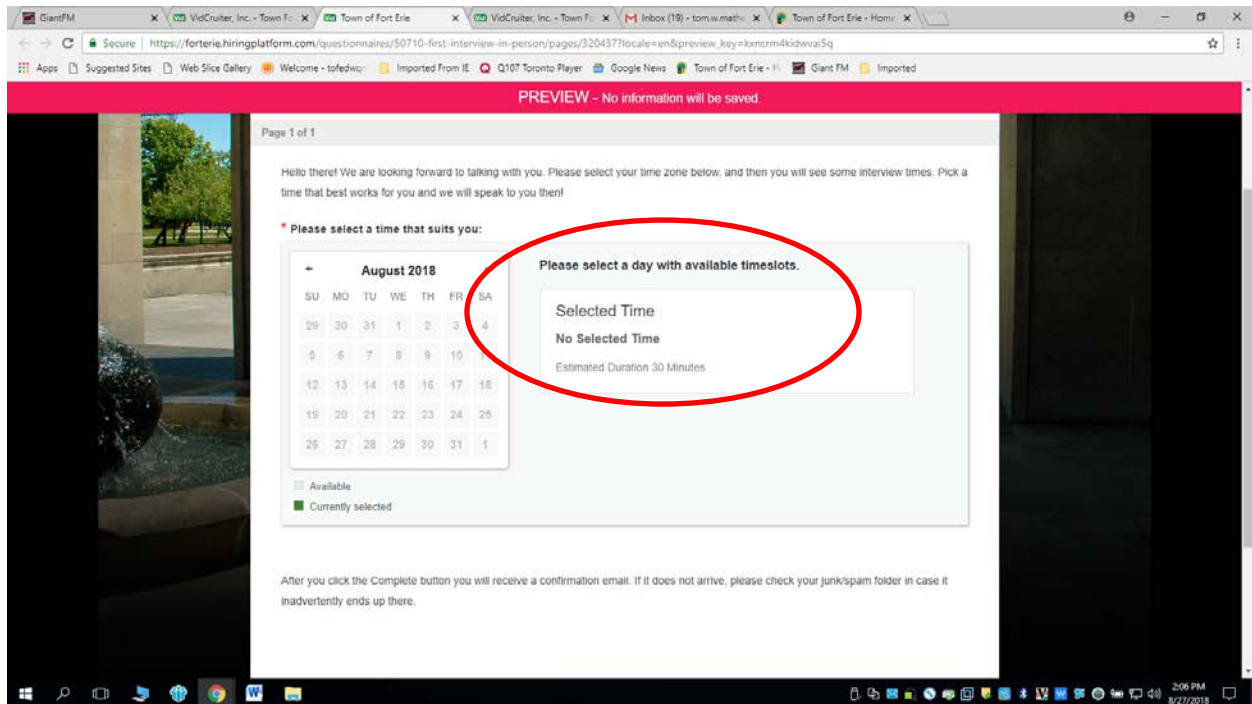
Greetings: I am happy to advise that you are moving forward in the competition. We would like to invite you to select a time for an in-person interview. To select a time, please click on the link below.

[LINK](#)

Accommodation is available upon by request.

Thanks !

12. When you click on the link, the calendar page will open with a list of available timeslots. Select a preferred date and time. If there is only one timeslot available it means the other timeslots have been taken. After making your selection, you will receive a confirmation email with the location of the interview.



Questions? You can contact Employment Services at 905-871-1600 ext. 2202.