

Employment Opportunity - Municipal Clerk

Municipal Clerk - Contract, Full-Time

Rate of Pay: Pay Band 6 \$76,466.04 - \$96,368.16 (To be prorated based on contract duration)

The County of Annapolis is currently seeking a Municipal Clerk to join our team! This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our County. Annapolis County is an ideal location to live, work and play.

The Municipal Clerk shall be responsible for carrying out the statutory duties of the Municipal Clerk according to the *Municipal Government Act* and other provincial legislation. This includes recording in a minute book all proceedings of the council, coordinating and scheduling Council and other standing committee meetings, keeping the by-laws and policies of the Municipality, providing administrative support to Warden and Council, participates in emergency management planning and meetings and carries out other side duties as prescribed by the CAO, Council, or an enactment.

Qualifications:

Candidates for this position must possess as a minimum, an undergraduate degree in business, public administration, records management, National Advanced Certificate in Local Authority Administration, or a similar educational program.

Additionally, the candidate must have a minimum of five (5) years experience working in a records management or public sector organization, with preference given to those whose experience is directly or indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the candidate must:

- Have exceptional reading and writing skills
- Have working knowledge of the principles and practices of modern public administration including rules of order
- Have a positive past working relationship with staff, Council Members and the general public
- Be fluent with the Microsoft Office Suite

- Be comfortable working in a fast-paced work environment, often with short timelines and high political and social media attention.

This position will occasionally require work outside of normal office hours including evenings and weekends.

A complete job description can be found [HERE](#)

Please apply directly through our careers

page: <https://careers.risepeople.com/municipality-of-the-county-of-annapolis/en>

Deadline for Submissions: March 9th, 2026 at 4:00 PM

Applications will not be accepted via Social Media (Facebook)

The County of Annapolis thanks all those for applying but only candidates selected for an interview will be contacted.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.

Sabrina Uccello, HR Coordinator

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Municipality of the County of Annapolis

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