



**THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD**

TEAM CLERK
INTEGRATED SOCIAL SERVICES DIVISION
ONE (1) PERMANENT FULL-TIME POSITION

POSTING NUMBER: 30-2026	STATUS: INTERNAL
POSTING DATE: APRIL 17, 2026	CLOSING DATE: APRIL 24, 2026
AFFILIATION: UNION	HOURS PER WEEK: 35
SALARY GROUP: 7	HOURLY RATE: \$27.23 - \$33.30

POSITION SUMMARY:

Under the general supervision of the Supervisor, Social Assistance Programs, the Team Clerk works in a team environment, providing administrative clerical support to staff.

MAJOR RESPONSIBILITIES:

1. Responds to and provides customer service through in-person and telephone inquiries.
2. Screen's telephone calls and responds to general inquiries regarding all TBDSSAB programs and services.
3. Processes approved requests.
4. Performs data entry and stenographic functions such as scheduling, photocopying, typing letters, etc.
5. Performs such other related duties as may be assigned.

QUALIFICATIONS:

Education/Experience

- Secondary school graduation.
- Two years' customer service experience.
- Equivalent combination of education and experience.

Skills/Abilities

- Ability to communicate effectively and concisely, both orally and in writing.

- Ability to demonstrate interpersonal skills in dealing with the public in a courteous and effective manner.
- Organizational and administrative skills.
- Must be at a basic skill level in keyboarding and basic skill level in word processing software.

CONDITION OF EMPLOYMENT:

- Must undergo a successful police records check, Type 2.

HOW TO APPLY:

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number.

Applications may be emailed, faxed, or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources
The District of Thunder Bay Social Services Administration Board
231 May Street South
Thunder Bay, Ontario, P7E 1B5
Email: careers@tbdssab.ca | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the [Internal Application Form](#). Application forms are available on our website or are available for pickup at the TBDSSAB location. For more information on employment opportunities at TBDSSAB, please visit our [website](#).

ADDITIONAL INFORMATION:

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- Reasonable accommodations are available upon request for all parts of the recruitment process.
- As an equal opportunity employer, the TBDSSAB encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.



**Baakaakonaanan
Ishkwaandemonan**
Opening Doors for You