



Employment Opportunity

The Township of Augusta is a thriving rural community that serves a population of over 7,400 residents. It is strategically situated along the St Lawrence River at the intersection of Highway 401 and Highway 416 in the United Counties of Leeds and Grenville, abutting the Town of Prescott.

The Township of Augusta invites applications for the following position:

Deputy Clerk

Employment Type: Permanent Full-Time

Salary: Pay band 8 - \$76,794.49 to \$89,011.80 (2026 rates) - Non-union/exempt, including a comprehensive benefit package and enrollment to OMERS pension plan.

Application Deadline: May 29, 2026, before 4:30 p.m.

Reporting to the Clerk, the Deputy Clerk provides all administrative support to the Clerk's Department. In the absence of the Clerk, this position performs the statutory duties of the Clerk as defined in the *Municipal Act* and other related legislation. Confidentiality is essential in this role.

The Deputy Clerk serves as recording secretary for Council, Committees and Boards as required, assists with various statutory duties and performs the duties of the Deputy Returning Officer under the *Municipal Elections Act*.

For more information please visit: www.augusta.ca/employment

Interested persons can apply by forwarding a resume to:

Township of Augusta
3560 County Road 26, RR2 Prescott, ON
K0E 1T0
Attn: S. Geraghty
Or email to sgeraghty@augusta.ca

*The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standards Regulation. Applicant information is collected under the **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)** and will only be used for candidate selection.*