

**The Municipality of  
Newtown**



requires  
INFORMATION CLERK  
FOR THE TOWN  
PLANNING OFFICE

This is a co-op program open only to students or graduates in the field of Social Science with coursework, experience or a demonstrable interest in Urban Planning. The candidate will be expected to maintain their studies on a part-time basis as a condition of continuing employment.

Our selection is also subject to approval from the Dean of Social Sciences.

The successful applicant will supply facts and information at the request of the planning team and council, research deeds, titles and other information required, respond to taxpayers' inquiries and maintain a computer database. Other duties will be assigned by the planning team as the Clerk becomes integrated into the department.

The successful applicant will have:

- ***A minimum of two years in University, in the field of Social Science or Urban Planning***
- ***Excellent communications, teamworking, and word-processing skills.***
- ***A thorough general knowledge of the concepts of Urban Planning as they relate to Newtown.***
- ***Practical experience in demographic surveying.***

If you are a bright, cheerful and energetic individual who meets the requirements described above, please forward your résumé, with references and transcripts of your marks to Ms. Stella Rogers, Personnel Officer, Newtown Municipal Centre on Main Street.