



LEGISLATIVE SERVICES ASSISTANT

Cypress County is a rural municipality in the southeast corner of Alberta. The county's approximately 7,800 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat, CFB Suffield and Cypress Hills Provincial Park, this area is a great place to live and work.

We have an exciting opportunity for a Legislative Services Assistant. Reporting to the Manager of Legislative Services, the role of the Legislative Services Assistant is to provide administrative and clerical support to the Manager of Legislative Services, support functions of Council, Appeal Boards and Committees of Council, provide technical support by facilitating virtual meeting platforms, and assist with perform website and social media maintenance and updates, all as part of the Legislative Services team.

Our ideal candidate has a minimum 5 years' experience in a fast paced, multi-tasking, deadline-oriented work environment where the provision of excellent service to the organization and the public is considered top priority. Post-secondary education or related experience in the areas of government, administration, legislative services or a related field will be considered an asset. You are proficient with Microsoft Office Suite. Familiarity with Adobe Creative Suite, web-based interfaces and key social media platforms (Facebook, Twitter, etc.) Excellent communication skills with an emphasis on accuracy and clarity and detailed knowledge and understanding of Provincial legislation and Municipal processes.

Cypress County offers a highly attractive total compensation package, including competitive salary, excellent benefits, in addition to supporting learning and development opportunities. This full-time, permanent position entails a 37.50-hour work week. To learn more about what Cypress County has to offer please visit our website, www.cypress.ab.ca.

If this opportunity interests you, please forward your resume and cover letter no later than:

4:30 p.m. on Monday July 7, 2025, to legislativeservices@cypress.ab.ca

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted.*