

**POSITION: CASHIER****JOB POSTING #:**

**DEPARTMENT:** Building  
**POSTING TYPE:** Corporate  
**POSTING STATUS:**  
**# OF POSITIONS:**  
**SHIFT WORK REQ'D:** No

**UNION:** 543  
**JOB CODE:** 543001  
**POSITION #:** 00000001  
**GRADE/CLASS:** 0.08  
**SALARY RANGE:** \$21.80 - \$25.62 per hour  
**HOURS PER WEEK:** 33.75

**DUTIES:**

Responsible to the Manager of Permit Services or designate, performs various clerical duties to assist the Customer Service Representatives in the Building Department. Duties include, but are not limited to, the inputting of permits in the Amanda system; receiving cash and provides receipts for permit fees; balances daily and forwards any backup to the Finance Department; maintains a ledger book by recording permit fees and letter of credit accounts; periodically checks balances; files permit applications; types various correspondence, i.e. form letters and memos; verifies work completion for refund of Indemnity deposits using the PeopleSoft Financial System, check permit and inspections reports; verifies depositors' current location for issuance of cheques; signs appropriate form and forwards to Finance Department; responds to inquiries from contractors and/or the public regarding indemnity deposits and refunds. Will perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety program; maintain amiable relations with the public and fellow employees; perform other related duties as required.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma, or Ontario Ministry of Education equivalency.
- Must have over six (6) month's experience in a computerized office environment utilizing the Microsoft Office Suite of products such as Word, Excel and Outlook.
- Must be a responsible and self-directed individual who works well independently and as a member of a team.
- Must possess excellent communication, organizational and interpersonal skills.
- Must have a minimum typing speed of 40 wpm.
- Must be able to lift up to 10 lbs.
- Previous experience in the use of PeopleSoft Financials and Amanda would be considered an asset.

**POSTING SPECIFICS:**

- Posting Period:**
- at 8:30 AM to 4:30 PM
  - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
  - By faxing your Job Transfer Form and resume to the Human Resources Department
- Updated:**
- By Human Resources on January 15, 2014