

POSITION: DATA ENTRY/MICROFILM CLERK**JOB POSTING #:****DEPARTMENT:** Building**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543002**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:** 1**GRADE/CLASS:** 0.05**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$19.18 - \$22.56 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Under the direction of the Manager of Permit Services, will receive and enter data from various source documents regarding new permits, completion dates, orders, etc. into the AMANDA SYSTEM; receive data and other documents; sort, analyze and prepare material received for entry; produce typewritten and computer generated reports for Statistics Canada and construction statistics reports; interpret documents and legal descriptions of property; maintain amiable relations with the public and fellow employees; Occupational Health and Safety duties as outlines in the Corporate Health and Safety program; perform other related duties.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency.
- Must have over 3 months experience in a computerized office environment utilizing the Microsoft Suite of products (i.e. Word, Outlook)
- Must have a minimum typing proficiency of 50 w.p.m.
- Must be able to quickly and accurately enter data into a computer terminal with minimal supervision.
- Must have sound knowledge of general office procedures.

POSTING SPECIFICS:**Posting Period:**

- at 8:30AM to at 4:30PM
- **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 and resume to the Human Resources Department

Updated:

- By Human Resources on June 23, 2011.