

POSITION: DOCUMENT CLERK**JOB POSTING #:**

DEPARTMENT:	Building	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543004
POSTING STATUS:	Regular Full-time	POSITION #:	
# OF POSITIONS:	1	GRADE/CLASS:	0.06
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$19.50 to \$22.96 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Manager of Permit Services and Deputy Chief Building Official; the successful applicant will perform filing duties including sorting information in chronological and alphabetical order and the retrieval and delivery of property files, plans and other documents; file out cards for files and plans taken from Central Records; close and purge files; maintain active and dormant construction plan storage vaults; answer inquiries regarding files; utilize a computer based file tracking system to locate and retrieve files and label file folders; responsible for the management and confidentiality of records in accordance with departmental and corporate requirements; prepare files and documents for microfilming; calculate search and duplicating costs and write receipts; maintain ward map binders; maintain files of correction orders and dirty back yards; set up and maintain subdivision and site plan control files; maintain files of Council meetings; receive, sort and distribute all mail and plans received in the Building Division; operate fax machine; sort received faxes and maintain the paper supply; post notices and job vacancies; maintain amiable relations with the public and fellow staff; perform other duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies
- Must have over six (6) month's experience in a computerized office environment utilizing the Microsoft Office Suite of products (Word, etc)
- Must have a minimum typing speed of 40 wpm
- Must have sound knowledge of general office procedures and functions
- Must have proven organizational ability in the maintenance of documents
- Must have a basic knowledge of street locations in the City of Windsor
- Must be able to move bulky objects (e.g. plans, file boxes, etc) weighing up to 10 kilograms

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 18, 2010