

POSITION: SECRETARY TO MANAGER OF INSPECTIONS

JOB POSTING #:

DEPARTMENT: Building

UNION: 543

POSTING TYPE: Corporate

JOB CODE: 543009

POSTING STATUS: Regular Full-Time

POSITION #:

OF POSITIONS:

GRADE/CLASS: 0.10

SHIFT WORK REQ'D: No

SALARY RANGE: \$22.60 to \$261.56 per hour

HOURS PER WEEK: 33.75

DUTIES:

Reporting to the Chief Building Official/Manager of Inspections, performs general office duties; receives, analyzes, and processes public inquiries; maintains Inspections Division filing; prepares Informations and Summons for court; creates and updates Prosecutor's court files; orders certified documents for trial; prepares registered mail and processes Inspections Division mail; prepares affidavits for court; enters and accesses information in the Amanda system; types form and original correspondence, reports and other documentation; orders title searches and corporate name searches; schedules appointments and meetings; backup for Communications Clerk; records and communicates messages; maintains amiable relations with the public and fellow employees; Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary education from a community college in Office Administration or Ontario Ministry of Education equivalencies; **OR**
- Must have an Ontario Secondary School Graduation Diploma, or Ontario Ministry of Education equivalency, combined with ten (10) full-time years experience with the Corporation of the City of Windsor in an administrative/ secretarial/clerical position with the successful completion of all three (3) levels of the Computer Technology Certificate.
- Must have over one year's experience in a computerized office environment using the Microsoft Office Suite of products (particularly Outlook, Word, Excel).
- Must have a minimum typing speed of 50 w.p.m.
- Familiarity with terminology used in the construction industry considered a definite asset.
- Experience with Amanda system would be considered a definite asset.
- Legal office experience considered an asset.
- General knowledge of the by-laws enforced by the Department would be considered a definite asset.

POSTING SPECIFICS:

Posting Period:

- at 8:30 AM to at 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 June 18, 2010