

INTERNAL JOB OPPORTUNITY

POSITION:	CLERK JUNIOR – VITAL STATISTICS	JOB POSTING #:	2015-0047
DEPARTMENT:	Council Services	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543020
POSTING STATUS:	Regular Full-Time	POSITION #:	00000028
# OF POSITIONS:	1	GRADE/CLASS:	0.06
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$20.45 to \$24.08 per hour
DEADLINE DATE:	Monday, March 2, 2015	HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Supervisor of Information & Records, receives at the counter applications such as marriage licences and registrations of death. Checks paperwork for completeness and reviews required documents. Prepares marriage licenses and ensures proper documentation. Registered as a Deputy Division Registrar and Deputy Issuer as required under the Vital Statistics Act and Marriage Act. Issues receipts and processes payment through the Amanda Cashiering System. Records all certificates in registration books or enters into an access database. Records statistical information on a weekly/monthly basis in Excel. Frequently type's items such as letters, licenses and other correspondence as required. Files items such as receipts and photocopies as required. Responds to general inquiries by phone or at the counter. Prepares invoices for various funeral homes for death registration fees. Acts as back up to the Senior Issuer – Vital Statistics as required. Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work. Perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over three (3) months of experience in a computerized office environment utilizing the Microsoft Suite of Products such as Word, Excel;
- Must have a minimum typing speed of 50 w.p.m.
- Must have good customer service skills and excellent communication skills;
- Knowledge of the Vital Statistics Act and Marriage Act considered an asset;
- Experience with Microsoft Access is considered an asset;
- May be required to lift up to 10 lbs.

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STATISTICS**JOB POSTING #:** 2015-0047**POSTING SPECIFICS:**

- Posting Period:**
- Tuesday, February 24, 2015 at 8:30 AM to Monday, March 2, 2015 at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING 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 as 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 Centers
 - By faxing your Job Transfer Form and resume to the Human Resources Department
- Update:**
- By Human Resources on March 10, 2014

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.