

**POSITION: ADMINISTRATIVE CLERK**

**JOB POSTING #: 2014-0144**

<b>DEPARTMENT:</b>	Communications & Customer Service	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Departmental	<b>JOB CODE:</b>	543021
<b>POSTING STATUS:</b>	Temporary Full-time	<b>POSITION #:</b>	00000029
<b># OF POSITIONS:</b>	1	<b>GRADE/CLASS:</b>	0.09
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$22.60 to \$26.62 per hour
		<b>HOURS PER WEEK:</b>	37.5

### DUTIES:

Reporting to the Manager of 311/211 Call Centre or designate provides administrative support to the 311/211 Call Centre and Customer Service Divisions. Duties will include but not limited to the preparation of correspondence, and creation of Excel spreadsheets for various applications which may involve sharing of data with outside agencies; administration of the RSVP process including registration of applicants, tracking of progress and communicating information with the division, departments or external agencies as needed; process accounts payable invoices and requisitions and deposit cheques using Peoplesoft Financials; process travel and business expense forms; update and maintain payroll records; act as the absence coordinator for the 311/211 Call Centre; maintain inventory of office supplies and promotional materials and responsible to ship materials upon request; carry out the duties of the petty cash custodian; maintain and organize departmental files; book meetings using Outlook; perform the duties as the web editor for the 311/211 division dashboard/web pages; update the e-phone corporate directory; process all send information service requests using the CSR system; must maintain confidentiality in various matters including personnel records. Perform other related duties as assigned. Will be required to lift up to 38.2 lbs. Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program.

### QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary education in Office or Business Administration from a Community College or University or Ontario Ministry of Education equivalencies.
- **OR** Must have an Ontario Secondary School Graduation diploma or Ontario Ministry of Education Equivalency combined with 10 full time years experience with the Corporation of the City of Windsor in an administrative/secretarial/clerical position with successful completion of all three levels of the Computer Technology Certificate.
- Must have over one (1) year of Administrative, computerized, office-environment experience utilizing the Microsoft Suite of products such as Word and Outlook with proficiency in Excel;
- Must have demonstrated organizational skills;
- Must have good oral and written communication skills;
- Must have a minimum typing speed of 40 wpm;
- Experience working with PeopleSoft Financials and/or PeopleSoft HRMS is considered an asset;
- Completion of advanced Excel and Word courses would be considered an asset;
- Knowledge of city departments and services would be considered an asset;

### POSTING SPECIFICS:

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| <b>Posting Period:</b> | <ul style="list-style-type: none"> <li>• From Wednesday, June 4, 2014 at 12:00 noon to Friday, June 6, 2014 at 4:30 PM</li> <li>• <b>APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.</b></li> </ul>  |
| <b>Who May Apply:</b>  | <ul style="list-style-type: none"> <li>• Current employees of the Council Services, Communications &amp; Customer Service Department and Policy, Gaming &amp; Licensing. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices</li> </ul> |
| <b>How To Apply:</b>   | <ul style="list-style-type: none"> <li>• Complete a resume, specifically noting the job posting number, your qualifications and experience as outlined above.</li> </ul>   |
| <b>Apply To:</b>       | <ul style="list-style-type: none"> <li>• In person to the Alena Sleziak, (A) Manager, 311/211 Call Centre, 400 City Hall Square East, Room 410, or by e-mail to <a href="mailto:asleziak@city.windsor.on.ca">asleziak@city.windsor.on.ca</a></li> </ul>  |
| <b>Updated:</b>        | <ul style="list-style-type: none"> <li>• By Human Resources on May 28, 2014</li> </ul>   |