

**POSITION: FINANCIAL RECORDS &
ADMINISTRATIVE CLERK****JOB POSTING #:****DEPARTMENT:** Council Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543023**POSTING STATUS:** Regular Full-Time**POSITION #:** 00000031**# OF POSITIONS:** 1**GRADE/CLASS:** 0.09**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$22.60 to \$26.62 Hourly**HOURS PER WEEK:** 33.75**DUTIES:**

Reporting to the Manager of Records and Elections, Freedom of Information Coordinator, maintains, copies and organizes the provincial assessment rolls as returned by the Municipal Property Assessment Corporation; responds to public inquiries regarding assessment rolls to fulfill the statutory requirements of the Ontario Assessment Act; responsible for the electronic processing of accounts payable invoices and requisitions in PeopleSoft; accepts cash/debit payments from City of Windsor departments as well as the general public and issues receipts using the AMANDA system; responsible for the daily maintenance and continuing operation of all copiers in the Corporate Print Room including ordering supplies and liaising with members of City Council, departments and vendors; responds to general counter and telephone inquiries from the public and other staff; responsible for processing marriage licenses and death certificates; maintains Intranet for the department; maintains and organizes Federal Voters' List; Provincial Voters' Lists and Municipal voters' lists for public viewing under the statutory requirements of the Federal, Provincial and Municipal Elections Acts; performs clerical duties pertaining to elections in accordance to the Municipal Elections Act; coordinates student employment for the election and processes salary payment of Election personnel in Peoplesoft; prepares materials required by for the Manager for training of election staff, creates ballots and witness the destruction of ballots after the election is completed; verifies nomination papers for candidates under the Municipal Elections Act; will be required to lift election equipment as required. Perform other related duties as required. Occupational Health & Safety duties as outlined in the Corporate Health & Safety Program

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency.
- Must have over one (1) year experience working in a computerized office environment utilizing the Microsoft Suite of Products (proficient in use of Word and Excel).
- Familiarity with relevant Municipal by-laws and Provincial legislation considered an asset.
- Must possess a typing speed of minimum 40wpm.
- Must have excellent organizational and multi-tasking capabilities.
- Must be able to lift election equipment (approximately 25 lbs to 40 lbs)
- Capable of maintaining good relations with the public and other employees at all times.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to 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 January 27, 2012