INTERNAL JOB OPPORTUNITY

POSITION:	LICENSE ISSUER	JOB POSTING #:	2015-0085

DEPARTMENT:	Policy, Gaming & Licensing	**UNION:**	543
POSTING TYPE:	Corporate	**JOB CODE:**	543029
POSTING STATUS:	Regular Full-Time	**POSITION #:**	00003265
# OF POSITIONS:	1	**GRADE/CLASS:**	0.09
SHIFT WORK REQ'D:	No	**SALARY RANGE:**	$22.83 - $26.89 per hour
DEADLINE DATE:	**Thursday, April 2, 2015**	**HOURS PER WEEK:**	33.75

DUTIES:

Reporting to the Supervisor of Licensing, the incumbent will be responsible to issue licences in accordance with Municipal By-laws and in the case of gaming licences, also in compliance with provincial regulatory framework. Incumbent will process and review applications, supporting documents and criminal record checks to ensure compliance with by-laws, provincial regulations, Municipal Terms and Conditions and Alcohol and Gaming Commissions Terms and Conditions; calculates appropriate fees, accepts payments for licences by mail or at the counter, validates through cash register and balances daily. Generates requests for service (RFS) to By-Law Enforcement for inspection/investigation when necessary. Updates computer database with information for closures of businesses, altering of animals, changes in contact information etc. Will provide front-line customer service to general public, which includes attending front counter. Interaction with a high volume of customers through personal, telephone and mail inquiries will be a requirement of the position. Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Will perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in a computerized office environment utilizing the Microsoft WORD and Excel and Outlook preferably working with provincial acts and municipal by-laws;
- Must have a typing proficiency of 50 w.p.m.;
- Must be able to prioritize daily workload;
- Must demonstrate written communication skills;
- Knowledge of AMANDA and LiveLink considered an asset;
- Cash handling experience including balancing daily summaries considered an asset;
- Knowledge of business, lottery and dog licensing by-laws considered an asset;
- Knowledge of Alcohol and Gaming Commission Terms and Conditions considered an asset;
- Courses taken from a recognized Community College in Office Administration/Management will be considered an asset.
- May be required to lift up to 12 lbs.

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POSTING SPECIFICS:

Posting Period:
- **Friday, March 27, 2015 at 8:30 AM to Thursday, April 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 Centres
- 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.