

POSITION: COMMITTEE OF ADJUSTMENT CLERK JOB POSTING #:

DEPARTMENT:	Planning	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543031
POSTING STATUS:	Regular Full-Time	POSITION #:	00000039
# OF POSITIONS:	1	GRADE/CLASS:	0.08
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$21.80 - \$25.62 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Under the supervision of the Manager of Development Applications, and the direction of the Secretary-Treasurer, Committee of Adjustment, receives and processes variance and severance applications and ensures they are fully completed, including the receipt of appropriate fees; liaises with applicants to respond to related inquiries; verifies and researches information pertaining to applications; transcribes notices for consideration and agendas; assists in the preparation of agendas and information packages for Committee meetings; scans and attaches documents in AMANDA; maintains related files and records; provides clerical services for other departmental responsibilities when required; will provide back-up to the Secretary/Treasurer, Committee of Adjustment position when required; maintains good 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, or Ontario Ministry of Education equivalencies.
- Must have over six (6) months experience in a computerized office environment utilizing the Microsoft Suite of Products such as WORD and EXCEL.
- Must have a demonstrated knowledge of committee, board, and commission processes.
- Must have a minimum typing speed of 50 w.p.m.
- Must have the ability to undertake detailed research.
- Must have good communication, organizational, and interpersonal skills.
- Familiarity with the Planning Act as it relates to minor variances and land division is an asset.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none">• at 8:30 AM to at 4:30 PM• APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD. |
| Who May Apply: | <ul style="list-style-type: none">• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices. |
| How To Apply: | <ul style="list-style-type: none">• 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: | <ul style="list-style-type: none">• 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: | <ul style="list-style-type: none">• By Human Resources on November 29, 2013 |