

**POSITION: LEGAL DOCUMENTS CLERK**

**JOB POSTING #: 2014-0081**

**DEPARTMENT:** Policy, Gaming & Licensing

**UNION:** 543

**POSTING TYPE:** Corporate

**JOB CODE:** 543032

**POSTING STATUS:** Regular Full-time

**POSITION #:** 00000040

**# OF POSITIONS:** 1

**GRADE/CLASS:** 0.10

**SHIFT WORK REQ'D:** No

**SALARY RANGE:** \$23.47 to 27.58 per hour

**HOURS OF WORK:** 33.75

### DUTIES:

Reporting to the Manager of Policy, Gaming & Licensing/Deputy Licence Commissioner is responsible for the processing of all corporate contracts, deeds, agreements and orders requiring statutory signatures as received from Legal Services; reviews contracts, agreements, deeds and orders and ensures compliance with Council Resolutions, CAO Approval Notices, Acts and By-laws. Requests required documents such as bonds and insurance etc. and follows up to ensure execution by all required parties, including Departmental approvals and signatures of the City Clerk and CAO. Seals and distributes fully executed agreements and contracts to appropriate Agencies and City Departments. Composes and types correspondence, reports, memos, letters etc. to internal and external parties to follow up on status of agreements etc. Originates and maintains files and indexing systems to track documents and releases bonds as required. Processes and updates Encroachment agreements in the Amanda System to initiate the billing process. Researches, reviews and provides records for Freedom of Information; lawyers and public requests. Provides replies to general customer inquiries by telephone, email and at the counter. Maintain amiable relations with the public and administrative staff. Processes limited payments for fees and services. Provide back up to various departmental staff as required. Performs 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 plus one (1) year post secondary education in Office or Legal Administration from a Community College 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 experience in a computerized legal office environment utilizing the Microsoft Office Suite of Products.
- Must have familiarity with the processing of legal documents.
- Must be able to demonstrate an advanced level of knowledge of Microsoft Office (i.e. Word/Excel).
- Must have a minimum typing speed of 50 wpm.
- Must be able to lift up to 12 lbs.
- Must be a responsible self-directed individual who works well independently as well as a member of a team.
- Must be extremely organized and detail-oriented with excellent communication and writing skills along with research and analytical skills.

### POSTING SPECIFICS:

**Posting Period:**

- **Monday, April 7, 2014 at 8:30 AM to Friday, April 11, 2014 at 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 March 25, 2014