

POSITION: SENIOR LICENSE ISSUER**JOB POSTING #:****DEPARTMENT:** Licensing & Enforcement**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543033**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.11**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$23.46 to \$27.60 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

To assist the Manager of Gaming & Business Administration in all aspects of licensing responsibilities including the processing and follow-up of applications for business, trade and dog licences with minimal direction; considerable counter and telephone work in answering inquiries and assisting the public in a tactful manner with respect to business and trade licences; will compose and type miscellaneous correspondence; typing of agendas and minutes for Licensing Committee and related Committees; will handle cash in accordance with approved audit regulations/policies; will adjudicate licence applications; attend Licensing Committee and related hearings as directed; prepare reports as directed; will back up the Licence Inspector. Must communicate with the public and fellow staff in a courteous and efficient manner; Occupational Health & Safety duties as outlined in the Corporate Health & Safety program and performs other duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies.
- Must have over one (1) year experience in a computerized office environment utilizing the Microsoft Suite of Products such as Word, Outlook.
- Must have the ability to interpret municipal and provincial legislation respecting licensing and elections.
- Must have a net typing speed of 55 wpm.
- Must possess good customer service skills and excellent communication skills.
- Must be capable of carrying out duties without detailed instructions and with accuracy.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 Am to 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 June 18, 2010