

**POSITION: STREET AND ALLEY LEGAL CLERK      JOB POSTING #:**

<b>DEPARTMENT:</b>	Planning	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543035
<b>POSTING STATUS:</b>		<b>POSITION #:</b>	
<b># OF POSITIONS:</b>		<b>GRADE/CLASS:</b>	0.11
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$23.46 to \$ 27.60 per hour
		<b>HOURS PER WEEK:</b>	33.75

### **DUTIES:**

Reporting to the Manager of Development Applications, coordinates the activities of street and alley closings as well as performs clerical duties pertaining to the sale of City owned properties according to set procedures. Searches information by phone and letter utilizing provincially mandated Teraview for items such as title searches, Council Resolutions, by-laws, etc. Also searches corporate records to respond to application queries. Compiles, verifies documents such as surveys, solicitor's letters, legal descriptions, declarations, affidavits, etc. Prepares legal documents such as deeds, affidavits, declarations. Contacts lawyer's purchasers, etc. as required. Composes and types items such as ownership transfers, deeds, letters to lawyers, recitals. Receives payment for purchase of properties; issues receipts and forwards to cashier. Prepares accounts payable vouchers for payment of items such as Ontario Land Surveyor's costs, legal costs, and refund vouchers. Maintains and follows up on files including registered properties dating back to 1900. Extracts from computer information utilizing provincially mandated Teraview pertaining to City owned property sales; responds to general and specific inquiries by phone or at counter. Prepares reports to Standing Committee and City Council including determination of property lists for public notification purposes. Prepares and ensures accuracy of legal notices/newspaper advertisements as required by appropriate legislation. Explains application processes, qualifications and fees to the public regarding street and alley closing process including determination of required documentation and verification of signature and property ownership. Provides input on policy, practices and ensures adherence to same by having thorough knowledge of legislation, by-laws, corporate policy and council resolutions, regulations pursuant to Municipal Act as it relates to closures of municipal rights-of-way. Must communicate with the public, various provincial agencies and other civic staff in a tactful and courteous manner. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Will perform other related duties as required.

### **QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary education in Office - Legal Administration from a Community College or Ontario Ministry of Education equivalencies.
- Must have over three (3) year's experience in a computerized legal/planning office environment utilizing the Microsoft Office Suite of Products. (Outlook, Word, Excel).
- Must have excellent interpersonal skills and the ability to work with minimal direction.

### **POSTING SPECIFICS:**

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| <b>Posting Period:</b> | <ul style="list-style-type: none"><li>• at 8:30 AM to 4:30 PM</li><li>• <b>APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.</b></li></ul>   |
| <b>Who May Apply:</b>  | <ul style="list-style-type: none"><li>• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.</li></ul>   |
| <b>How To Apply:</b>   | <ul style="list-style-type: none"><li>• 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.</li></ul> |
| <b>Apply To:</b>       | <ul style="list-style-type: none"><li>• In person to the Human Resources Department or one of the Customer Care Centres</li><li>• By faxing your Job Transfer Form and resume to the Human Resources Department</li></ul>                                      |
| <b>Updated:</b>        | <ul style="list-style-type: none"><li>• By Human Resources on December 3, 2013</li></ul>   |