



Employment

Internal Job Opportunity

POSITION: DEVELOPMENT APPLICATIONS CLERK		JOB POSTING #:	
DEPARTMENT:	Council Services	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543036
POSTING STATUS:	Regular Full-time	POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.11
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$24.36 to \$28.66 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Manager of Policy, Gaming & Licensing/Deputy Licence Commissioner performs clerical duties pertaining to the preparation and processing of Development applications to the Ontario Municipal Board, Ministry of Housing, Ministry of Municipal Affairs and other government agencies in accordance with various provincial acts, municipal policies and ministry guidelines. Receives and processes various applications such as rezoning, zoning objections, plans of subdivisions, condominiums, official plan, community improvement plan etc.; collaborates with the general public, City Departments and various Government Agencies to ensure that all proper documentation is submitted as defined under various government acts and legislation such as Planning Act, Municipal Act By-Laws, etc.; distributes and mails correspondence, notices to agencies within required timelines. Composes and prepares various application forms and templates for notices, correspondence, declarations, affidavits, certificates and interdepartmental letters, etc.; distributes and mails to those required. Compiles and maintains filing systems and records for by-laws, zoning tests, maps official plans, subscriber lists, etc. for up to date reference and follow up purposes. Responds to general and specific inquiries from the public, applicants, City Administration, and various government agencies pertaining to status of applications, appeals, documentation, etc. through written and verbal communication. Operates office equipment (such as photocopiers, computers, fax machine, binding equipment.) Receives payments and prepares receipts for subscription fees, zoning material and searches, maps, by-laws, certification of documents, etc. Maintains subscriber lists and updated zoning documents for sale such as by-laws, maps, etc.; prepares letters for OMB fees, subscription renewal fees, zoning documents, etc. Will provide back to the Legal Documents clerk as needed. Occupational Health & Safety duties as outlined in the Corporate Health & Safety Program; Perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary education from a Community College or University in Office Administration or Ontario Ministry of Education equivalency.
- **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 three (3) years experience working in a computerized office environment utilizing the Microsoft Suite of Products such as Word, Outlook, Excel.
- Must possess a typing speed of minimum 60 wpm.
- Must have excellent organizational and multi-tasking capabilities.
- Must be capable of working without close supervision.

POSTING SPECIFICS:

Posting Period:	<ul style="list-style-type: none">• at 8:30 AM to 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 March 9, 2012



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