

POSITION: MORTGAGE AND OWNERSHIP CLERK JOB POSTING #:

DEPARTMENT:	Finance	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543047
POSTING STATUS:	Regular Full-time	POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$21.77 to \$25.64 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Manager of Property Assessment, updates land ownership changes and updates Mortgage Company code changes and listings. Assist in the insertions and mailing of Interim & Final Tax Demands. Backup to tax customer service clerks in receiving the public at the public service counter and answer telephone tax inquiries. Dealing with inquiries from the public to exchange or discuss existing information in accordance with current policies and procedures. Process tax payments, adding and balancing tax payment tapes and typing. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Perform other duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary education from a Community College in Accounting or Business Administration or Ontario Ministry of Education equivalency.
- Must have over one (1) year experience in a related field (such as in a computerized accounting environment).
- Must have a minimum typing speed of 40 wpm.
- Must have excellent interpersonal skills and be capable of dealing with the general public, lawyers and co-workers in a tactful and courteous manner.
- Knowledge of the Municipal Act as it relates to property taxation and/or enrolment in the Municipal Taxation Administration Program considered 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 June 18, 2010 |