

**POSITION: TAX CERTIFICATE CLERK****JOB POSTING #:****DEPARTMENT:** Finance**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543049**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.08**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$20.99 to \$24.68 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Responsible for the accurate completion of Tax Certificates. Verifies and/or corrects legal descriptions submitted by tax certificate request. Responsible for the creation and updating of temporary roll numbers. Will also maintain and update assessment roll mapping. Receives tax payments from the public at the counter and through the mail. Answers telephone enquiries as necessary. Types occasionally items such as special charges on tax certificates, update lawyers codes. Will assist Mortgage and Ownership Clerk when required. Reconcile daily tax certificate payments (cash and cheques) to tax certificates issued. Will be cordial with the public and other employees at all times. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; Performs other related duties as assigned.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma, plus one (1) year post secondary education from a Community College or University in Accounting, or Ontario Ministry of Education equivalencies.
- Must have over six (6) months experience 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 is considered an asset.

**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