

**POSITION: CUSTOMER SERVICE CLERK****JOB POSTING #:****DEPARTMENT:** Finance**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543053**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.07**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$20.26 to 23.82 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Reporting to the Manager of Accounting Services or designate is responsible for the processing of all receivables and responds to tax inquiries from City residents. Is responsible for a variety of support and clerical duties including but not limited to answering tax inquiries by telephone or at the counter; operates a computer and video display terminal; accepts and processes all payments for taxes and accounts receivable invoices through the cash register; balances and prepares deposits for the bank; accepts post-dated cheques at the counter or through the mail and processes payments for deposit at the bank. Responsible for updating and follow-up of current files and notices for outstanding accounts; communicates with the public and fellow staff in a courteous and tactful manner; performs Occupational Health & Safety duties as outlined in the Corporate Health & Safety program; performs other related duties as assigned.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies
- Must have over three (3) months experience in a computerized office environment utilizing the Microsoft Suite of Products (i.e. Word, Excel, Outlook)
- Must be proficient in mathematical calculations
- Must have a minimum typing speed of 40 wpm
- Must possess good public relations skills
- Basic knowledge of accounting procedures an asset
- Experience handling cash is an asset
- A working knowledge in the property tax area will be considered a definite asset

**POSTING SPECIFICS:****Posting Period:**

- at 8:30 AM to 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 and resume to the Human Resources Department

**Updated:**

- By Human Resources on September 1, 2011