



# Employment

## Internal Job Opportunity

|                                     |                   |                        |                                   |
|-------------------------------------|-------------------|------------------------|-----------------------------------|
| <b>POSITION: CLERK STENO SENIOR</b> |                   | <b>JOB POSTING #:</b>  |                                   |
| <b>DEPARTMENT:</b>                  | Planning          | <b>UNION:</b>          | 543                               |
| <b>POSTING TYPE:</b>                | Corporate         | <b>JOB CODE:</b>       | 543102                            |
| <b>POSTING STATUS:</b>              | Regular Full-Time | <b>POSITION #:</b>     |                                   |
| <b># OF POSITIONS:</b>              |                   | <b>GRADE/CLASS:</b>    | 0.08                              |
| <b>SHIFT WORK REQ'D:</b>            | No                | <b>SALARY RANGE:</b>   | \$21.80 - \$25.62 per hour (2012) |
|                                     |                   | <b>HOURS PER WEEK:</b> | 33.75                             |

**DUTIES:**

Under the direction and supervision of the Manager of Development Applications, will perform clerical and related office duties including, but not limited to: typing of rezoning reports, Council reports, prepare Planning and Economic Development Standing Committee (PEDSC) agendas, PEDSC public notices, by-laws, correspondence, etc.; maintain rezoning, H Removal, Subdivision, Part Lot Control and Condo Conversion applications, tracking spreadsheets in Excel and LiveLink; enter new Planning applications in AMANDA; open, close and maintain Planning applications and record statistics; attend monthly PEDSC meetings; take and prepare minutes; prepare extracts of the minutes for consideration; assist in preparing for payment of PEDSC members; take daily attendance and maintain attendance files in PeopleSoft when required; maintain vacation, overtime and flex time schedules; prepare Gross Pay Sheet for Finance Dept. (attendance information) when required; respond to customer inquiries at the counter or on the telephone; provide back-up for customer service for other Clerk Stenos in the Development Unit; schedule appointments and meetings for Development staff as required; receive limited payments and issue receipts for Development Division. Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Perform other related duties as directed.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma, plus one (1) year post secondary education from in Business/Office Administration from a Community College, or Ontario Ministry of Education equivalencies; **OR**
- Must have an Ontario Secondary School Graduation Diploma, or Ontario Ministry of Education equivalency, combined with ten (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 one (1) years experience in a fast paced computerized office environment utilizing the Microsoft Office Suite of Products, particularly Outlook, Word, and Excel.
- Must have 50 w.p.m. typing proficiency.
- Must possess excellent communication, organizational and interpersonal skills.
- Must be capable of maintaining good relations with the public and other employees at all times.
- Must have initiative and ability to work with minimal direction.
- Knowledge of PeopleSoft and the Amanda system will be considered an asset.

**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 October 25, 2012</li></ul>   |



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