

INTERNAL JOB OPPORTUNITY

POSITION: INTERMEDIATE CLERK		JOB POSTING #:	
DEPARTMENT:	Operations	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543128
POSTING STATUS:		POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	No	SALARY RANGE:	
DEADLINE DATE:		HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Manager of Environmental Services, is responsible for a wide variety of clerical duties for the Environmental Control Centre including, but not limited to, the following: responds to numerous public inquiries/complaints by phone, email and in person related to waste disposal, waste diversion and waste collection (garbage, yard waste and recycling); operates a two-way radio communication system; responsible for processing all Environmental Service Requests via 311 which includes scheduling rodent extermination appointments, mailing collection schedules, and dispatching service requests; frequent typing and distribution of memos, letters, forms, Council Reports, miscellaneous correspondence, statistical reports, using Microsoft Word and Excel; inputs data into computer; maintains departmental file system; opens, stamps, records and distributes incoming mail; signs for deliveries and services received; is the department's Phone System Administrator, E-Phone Editor and PubWorks Mailbox Editor; records personnel related items such as sick leave, WSIB, training; is the Primary Contact Person for Corporate Staff Development; is the primary contact person for Rose City Clean Sweep Program, Adopt-a-Street Program, and Rodent Extermination Program; responsible for petty cash; orders supplies as requested; perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety program; maintains amiable relations with the public and fellow employees; performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post secondary education in Office Administration or related field; or Ontario Ministry of Education equivalency; **OR**
- Must have an Ontario Secondary School Graduation Diploma, or Ontario Ministry of Education Equivalency, plus ten (10) full time years of 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) year of experience in a computerized office environment utilizing the Microsoft Suite of Products, particularly Outlook, Word, and Excel.
- Must have a typing speed of 50 wpm.
- Must have good communication and organizational skills.
- Will be required to lift up to 7.7 lbs.
- Must be able to work in an environment with unpleasant odors, sounds and vibrations.
- Must be capable of working with the public in an efficient, helpful and tactful manner.

Continued..

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POSTING SPECIFICS:

- Posting Period:**
- at 8:30 AM to at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING 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 as 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
- Update:**
- By Human Resources on March 10, 2014

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.