

INTERNAL JOB OPPORTUNITY

POSITION: DATA RESEARCH CLERK		JOB POSTING #:	
DEPARTMENT:	Engineering (Geomatics)	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543133
POSTING STATUS:	Regular Full-Time	POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.06
SHIFT WORK REQ'D:	No	SALARY RANGE:	
DEADLINE DATE:		HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Drafting Supervisor, the Data Research Clerk will be responsible for the research, collection and accurate input of data into Engineering Records Management Systems (Access Databases); preparation and verification of Sewer Permit letters using EIS and Amanda. Will be required to enter data into LiveLink and update spreadsheets. Will act as a backup for the Print Room Operator. Must perform file management (digital and hard copy), scanning of documents and other related duties as required including directing telephone inquiries; deliveries of documents, maps and other items to various locations throughout the city; will perform Occupational Health and Safety duties as outlined in the Corporate Occupational Health and Safety Program.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency.
- Must have over six (6) months of demonstrated experience in a computerized office environment utilizing the Microsoft Office Suite of Products (i.e., Word, Outlook, Access, and Excel).
- Must have a typing speed of 40 w.p.m.
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful driver's license is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment.
- Must have the ability to read and extract information from drawings.
- Will be required to lift boxes weighing 45-51lbs on a seldom to rare basis.
- General experience in EIS, Amanda and Livelink will be considered an asset.
- General knowledge of scanning documents and manipulating same in Adobe Acrobat Pro and other graphic editing software will be considered an asset.
- General knowledge of survey, mapping, sewer and road construction drawings will be considered an asset.

Continued...

INTERNAL JOB OPPORTUNITY**POSITION: DATA RESEARCH CLERK****JOB POSTING #:****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 October 23, 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.