

POSITION: CLERK INTERMEDIATE

JOB POSTING #:

DEPARTMENT:	Operations	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543138
POSTING STATUS:	Regular Part-Time	POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.06
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$20.25 - \$23.84 per hour (2012)
		HOURS PER WEEK:	25

DUTIES:

Reporting to the Manager of the Lou Romano Water Reclamation Plant, will provide secretarial and administrative support services for the Administration Branch of Pollution Control. Duties include typing correspondence, reports and miscellaneous data for all Branch Divisions: Laboratory, Electrical, Pumping Stations, Little River PCP, and the Lou Romano Water Reclamation Plant. Responds to and re-routes telephone inquiries. Maintains various current listings such as surcharge industries, maintains and revises all plant process manuals including the ISO 14001 procedures manual at the Little River PCP. Maintains the branch filing system. Performs photocopying, compiling, binding and faxing of documents as necessary. Maintains office supplies for Branch including inventory control and ordering. 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, or Ontario Ministry of Education equivalency.
- Must have over three (3) months experience in a computerized office environment utilizing the Microsoft Office Suite of Products, particularly Outlook, Word, and Excel.
- Must have a minimum typing proficiency of 50 w.p.m.
- Must have excellent interpersonal and communications skills.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none">• at 8:30 AM to 4:30 PM• APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD. |
| Who May Apply: | <ul style="list-style-type: none">• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices. |
| How To Apply: | <ul style="list-style-type: none">• 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: | <ul style="list-style-type: none">• 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: | <ul style="list-style-type: none">• By Human Resources on February 28, 2012 |