



Employment

Internal Job Opportunity

POSITION: CLERK DISPATCHER		JOB POSTING #:	
DEPARTMENT:	Operations	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543141
POSTING STATUS:	Regular Full-Time	POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$22.60 - \$26.56 per hour
		HOURS PER WEEK:	40

DUTIES:

Under the direction of the Manager of Contracts, provides front line customer service and performs a variety of clerical functions in a computerized office environment for various divisions of the Operations Department. Operates as dispatch for a two-way radio communication system. Responds to numerous public inquiries/complaints in person, on the telephone, and through the 311 system, related to sidewalks, road, sewer and open drain maintenance, winter control activities, and all other activities for which these divisions are responsible. Processes electric eel service calls; processes WSIB claims and modified work forms; obtains and maintains files on locates; obtains and forwards accu-weather reports for winter control; prepares and maintains statistical reports; orders equipment and supplies; issues weekly media releases and updates detour reports as required; administers petty cash; accurately types various correspondence; coordinates corporate training for staff in the division; responsible for circulating job postings; updates internal telephone information; maintains filing system for divisions; back-up to the Junior Clerk position; communicates with public and fellow staff members in a tactful and courteous manner; Occupational Health & Safety duties as outlined in the Corporate Health & Safety Program; performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, plus (1) one year post secondary school education in Office Administration from a Community College, or Ontario Ministry of Education equivalency; **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 (1) one year's experience in a construction related computerized office environment utilizing the Microsoft Office Suite of products such as Word, Excel and Outlook.
- Must have excellent communication and organizational skills.
- Must be able to work with minimal supervision.
- Must be capable of working with the public in an efficient, helpful and tactful manner.
- Must have a minimum typing speed of 50 w.p.m.
- Knowledge of the AMANDA, CSR, and HANSEN systems would be considered an asset.
- Previous experience utilizing a two-way radio communication system would be considered an asset.
- A comprehensive knowledge of the responsibilities of the Operations Department would be considered an asset.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none">• at 8:30 AM to at 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 June 18, 2010. |



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www.citywindsor.ca