



Employment

Internal Job Opportunity

POSITION: FILE CLERK		JOB POSTING #:	
Department:	Recreation & Culture	Union:	543
Posting Type:		Job code:	543166
Posting Status:		Position #:	
# of Positions:	1	Grade/Class:	0.08
Shift Work Req'd:	No	Salary Range:	\$21.80 to \$25.62 hourly
		Hours Per Week:	33.75

DUTIES:

Reporting to the Manager of Administration, for co-ordinating the central filing system, including sorting information in chronological and alphabetical order for easy retrieval of files and correspondence. Utilizes a computerized file tracking system to locate and retrieve files. Ensures proper archiving of old files. Distributes council resolution copies. Designs and controls a bring forward file system. Maintains all corporate and departmental forms. Co-ordinates departmental xeroxing. Responsible for co-ordination and maintenance of the departmental library, and office furniture and equipment inventory. Responds to or re-routes inquiries by phone or at the reception counter from the public. Serves as back up to the Receptionist. Accepts and processes registrations for recreation programmes. Conducts file searches as required or requested, including written or on line news articles on or affecting the department. Maintains amiable relations with the public and fellow staff. 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 one (1) year experience in a computerized office environment utilizing the Microsoft Suite of Products such as Word, Excel and Outlook;
- Must possess excellent communication skills;
- Must be capable of working with minimum supervision;
- Must be able to lift boxes weighing up to 40 lbs.
- Must have a minimum 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 licence is required in accordance with the Highway Traffic Act;
- Progressively responsible experience in a computerized office environment considered an asset.
- Knowledge and experience with archiving and database filing systems considered an asset.

POSTING SPECIFICS:

- Posting Period:
- at 8:30 AM to at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE 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 a 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
- Updated:
- By Human Resources on September 20, 2013



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