

POSITION: FORESTRY CLERK**JOB POSTING #:**

DEPARTMENT:	Recreation	UNION:	543
POSTING TYPE:	Departmental	JOB CODE:	543167
POSTING STATUS:	Regular Full-time	POSITION #:	
# OF POSITIONS:	1	GRADE/CLASS:	0.06
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$19.85 to \$23.37 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Manager of Administration or designate, will be responsible for telephone inquiries, typing, copying, word processing, filing of departmental correspondence and communications. Handles 311 service requests as well as telephone and in-person inquiries regarding trees; in charge of the computerized tree inventory system; gathers information from the public either by telephone or in person concerning city trees including trims, removals, planting, sewer problems, commemorative tree calls, emergency tree calls, etc. Prepares computerized tree work orders and submits same to the Manager of Forestry and Horticulture and/or Forestry Supervisor, as well as inputs completed work orders; prepares house moving permits and receipts; updates all screens of this inventory system; prepares statistical reports on a periodic and annual basis; makes required changes to tree trimming and tree removal contracts. Will respond to customer inquiries or re-route inquiries by telephone or at the reception counter. Maintains amiable relations with the public and fellow staff. Performs Occupational Health & Safety duties as outlined in the Corporate Health & 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 Microsoft Suite of Products such as WORD, EXCEL.
- Must be proficient in word processing with a minimum typing speed of 40 w.p.m.
- Must have experience using office equipment such as copiers, facsimile machines.
- Must have excellent communication skills.
- Must have the ability to deal with irate individuals in person or by telephone.
- Experience and ability to work with database computer applications will be considered an asset.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none">• at 8:30 a.m.to at 4:30 p.m.• 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 and resume to the Human Resources Department. |
| Updated: | <ul style="list-style-type: none">• By Human Resources on November 14, 2011 |