

POSITION: INTERMEDIATE CLERK**JOB POSTING #: 2010-0006****DEPARTMENT:** Housing & Children's Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543208**POSTING STATUS:** Regular Full Time**POSITION #:** 00003770**# OF POSITIONS:** 1**GRADE/CLASS:** 0.08**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$20.99 to \$24.68 hourly**HOURS PER WEEK:** 33.75**DUTIES:**

Provides clerical support to the Children's Services System Supervisor and other Children's Services System Management supervisory and professional staff as required. Frequently uses a personal computer to prepare and process items such as letters, memorandums, reports, forms, etc.; performs general office duties including filing and photocopying; responds to telephone inquiries relative to programs, services, and resources for children and families in Windsor/Essex County; processes requisitions, invoices, and bill payments; processes monthly Record Of Attendance submissions from purchase of service operators; responsible for all activities related to informal child care subsidy payments, tracking, and record-keeping; obtains pre-subsidy assessment information from child care subsidy customers; schedules child care subsidy appointments; helps maintain the child care subsidy wait list as required; responds to Children's Services Division inquiries. Performs other related duties as required. Must maintain amiable relations with co-workers and customers. Occupational Health and Safety duties as outlined in the Corporate 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 experience in an office setting using Microsoft Office Suite of Products including Windows, Word, Excel, and Outlook;
- Must have minimum typing speed of 50 w.p.m.;
- Must have neat and legible penmanship;
- Knowledge of Departmental and Children's Services Division legislation, policies and procedures would be considered an asset.

POSTING SPECIFICS:**Posting Period:**

- **Tuesday, January 12, 2010 at 8:30 AM to Monday, January 18, 2010 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 December 6, 2011