

POSITION: JUNOR CLERK (SWITCHBOARD)**JOB POSTING #:****DEPARTMENT:** Employment & Social Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543210**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.08**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$20.99 - \$24.68 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Responsible to the Supervisor of Administration or designate for the operation of the telephone switchboard in a direct in-dial environment; screening and routing of telephone inquiries; advising clients of status of cheques by reviewing the current situation on the computer screen; receiving, sorting, and re-routing of incoming departmental mail; acts as general reception for guest/visitors to the 3rd floor, advise office staff of guest/visitors arrival; responsible to sign for deliveries; must communicate with the public and fellow staff in a tactful and courteous manner; Performs Occupational Health and Safety duties as outlined in the Corporate Health and safety program. Perform other related duties as directed.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies.
- Must have over six (6) months experience in a computerized office environment utilizing the Microsoft Suite of Products (such as Word, Outlook).
- Must have a minimum typing speed of 40 w.p.m.
- Must be an effective and efficient communicator

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:

- 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 June 10, 2013