

POSITION: JUNIOR CLERK (FILE)**JOB POSTING #:****DEPARTMENT:** Employment & Social Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543212**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:** 1**GRADE/CLASS:** 0.05**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$19.56 to \$23.01 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Reporting to the Supervisor of Administration, this position performs the filing function in a confidential manner in accordance with Privacy legislation for the Employment & Social Services Department. Duties include: sorting information in chronological and alphabetical order and the retrieval and delivery of client files and correspondence; photocopying of file contents; forwarding files to and from satellite offices; input file transfer data to SDMT; answers inquiries regarding files. Enters, locates, directs and monitors file movement utilizing the Livelink program. Responsible for the management of file records in accordance with established retention schedules. Occasionally required to lift file boxes weighing up to 35 pounds. Maintains amiable relations with the public and fellow staff; Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program; other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies.
- Must have over 3 months experience in an office environment.
- Experience in records management systems and applicable legislation would be considered an asset.
- Must have the ability to lift 35 lb boxes.

POSTING SPECIFICS:**Posting Period:**

- , 2013 at 8:30 AM to Friday, 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 October 9, 2013