

**POSITION: JUNIOR CLERK - TEAM****JOB POSTING #:****DEPARTMENT:** Employment & Social Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543215**POSTING STATUS:** Regular Full Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.08**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$20.99 to \$24.68 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Responsible for general office duties including: typing; processing of initial application information using Service Delivery Model Technology (SDMT); processing of client information for billings and maintaining client data base using Microsoft Access Lodging Home System; scheduling of appointments; responding to and/or screening of telephone or switchboard inquiries; sorting of data and input documents; maintenance of various team records; providing social assistance information; assisting clients with specific problems; directing social assistance information ;assisting clients with specific problems; directing calls to appropriate staff or agencies; sorting and distributing team mail; originating, retrieving, sorting, and maintaining files; recording various team statistics. Must communicate with the public and fellow staff in a courteous and tactful manner. Perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Perform other related duties as required.

**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 Office Suite of Products such as Word, Outlook, etc.
- Must have a minimum accurate typing speed of 40 w.p.m.
- Knowledge/experience with MS Access and SDMT computer programs is 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 November 25, 2013