

**POSITION: JUNIOR CLERK - TEAM****JOB POSTING #:**

<b>DEPARTMENT:</b>	Employment & Social Services	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543216
<b>POSTING STATUS:</b>	Regular Full Time	<b>POSITION #:</b>	
<b># OF POSITIONS:</b>	1	<b>GRADE/CLASS:</b>	0.08
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$21.80 to \$25.62 per hour
		<b>HOURS PER WEEK:</b>	33.75

**DUTIES:**

Responsible for general office duties in a highly computerized environment, including: typing; processing of initial application information; scheduling of appointments; responding to and/or screening of telephone or switchboard inquiries; sorting of data and input documents; Sorts and distributes mail for the team; Originates, retrieves and sorts files and files computer sheets; maintenance of various team records; providing caseworker assistance such as scheduling appointments; providing social assistance information; assisting clients with specific problems; directing calls to appropriate staff or agencies; sorting and distributing team statistics. Must communicate with the public and fellow staff in a tactful and courteous manner. Perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Perform other related duties as assigned.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education Equivalencies.
- Must have over (6) months experience in a computerized office environment utilizing the Microsoft Office Suite of Products such as Word, Excel and PowerPoint.
- Must have a minimum accurate typing speed of 40 w.p.m.
- Must possess good verbal and written communication skills.

**POSTING SPECIFICS:**

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| <b>Posting Period:</b> | <ul style="list-style-type: none"><li>• , 2013 at 8:30 AM to 2013 at 4:30 PM</li><li>• <b>APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.</b></li></ul>  |
| <b>Who May Apply:</b>  | <ul style="list-style-type: none"><li>• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.</li></ul>   |
| <b>How To Apply:</b>   | <ul style="list-style-type: none"><li>• 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.</li></ul> |
| <b>Apply To:</b>       | <ul style="list-style-type: none"><li>• In person to the Human Resources Department or one of the Customer Care Centres</li><li>• By faxing your Job Transfer Form and resume to the Human Resources Department</li></ul>                                      |
| <b>Updated:</b>        | <ul style="list-style-type: none"><li>• By Human Resources on June 15, 2013</li></ul>  |