

POSITION: CLERK STENO INTERMEDIATE**JOB POSTING #:****DEPARTMENT:** Employment & Social Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543222**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.10**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$23.47 to \$27.58 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

This position is responsible to provide all aspects of clerical support to the Ontario Works Manager(s) and their division. Duties include: typing of confidential correspondence; maintaining policy and administrative files for the Ontario Works(OW) Manager(s); schedules appointments and interviews for the OW Manager(s) as required; Prepares personnel and administrative related forms, i.e. car mileage, sick leave, vacation requests, overtime, etc.; answers phones and screens/answers inquiries from the public for the OW Manager; records and reports daily attendance of employees for the Division; makes entries into the Peoplesoft system; and is responsible and performs the functions of Attendance Coordinator for the Division. Responsible to compile monthly statistical reports. Maintains the OW Manager follow-up systems; Takes minutes for meetings and various committees. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; performs other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus 1 year post secondary school courses in Business or Office Administration or Ontario Ministry of Education equivalencies. **OR**
- Must have an Ontario Secondary School Graduation diploma or Ontario Ministry of Education Equivalency combined with 10 full time years experience with the Corporation of the City of Windsor in an administrative/secretarial/clerical position with successful completion of all three levels of the Computer Technology Certificate.
- Must have over one (1) year experience in a computerized office environment using the Microsoft Suite of Products including Windows, Word, Excel, Outlook and PowerPoint.
- Must have a minimum accurate typing speed of 50 w.p.m.
- Must have neat and legible penmanship.
- Familiarity with the Social Services environment is considered an asset.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to 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