

POSITION: INTERMEDIATE CLERK**JOB POSTING #:****DEPARTMENT:** Community Development &
Health Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543243**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.08**SHIFT WORK REQ'D:** Yes**SALARY RANGE:** \$21.80 to \$25.62 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Under the direction of the Manager of Administration, this position is responsible for compiling financial information for purposes of program reconciliation's; gathering and maintaining statistical information: completion of financial adjustments to accurately reflect provision of child care services; maintaining and reviewing changes in the Municipal Child Care system as it relates to customer authorizations and enrolment; maintaining and reconciling customer deposits as it relates to Municipal Child Care Centres; assists in telephone inquiries including inquiries relative to programs, services and customer statement of accounts; prepare and process items such as letters, memorandums, reports and forms etc.; performs general office duties such as filing, photocopying; and responds to departmental inquiries. Must maintain amiable relations with co-workers and customers. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary school education in Accounting/Business Studies or Ontario Ministry of Education equivalencies.
- Must have over six (6) month's experience in a computerized office environment utilizing the Microsoft Office Suite of Products (such as Word, Access, Outlook).
- A working knowledge of database programs is considered an asset
- Knowledge of Children Services legislation, policies and procedures 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 April 23, 2012