

POSITION: INTERMEDIATE CLERK**JOB POSTING #:****DEPARTMENT:** Housing & Children's Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543244**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 (2012)**HOURS PER WEEK:** 33.75**DUTIES:**

- Must deal with organizational representatives, government officials and members of the general public in a very professional and courteous manner;
- Screens calls and responds to telephone inquiries or re-routes them to the appropriate person; responds to departmental inquiries;
- Schedules meetings; opens and distributes mail including cheques and cash received in the mail;
- Frequently uses a computer to type and prepare memoranda, correspondence, minutes, reports, forms, Powerpoint presentations, etc;
- Researches statistics and files to provide summary reports such as staff turnover report, sick leave analysis, union time off report, WSIB reports, etc.;
- Updates policy and procedural guidelines, statistical binders, periodicals in the resource library, employee cards, etc., and distributes changes to all pertinent clerical staff;
- Performs general office duties;
- Must be a team player and 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 education in Public, Office or Business Administration, or Ontario Ministry of Education equivalency.
- Must have over one (1) year experience in municipal environment.
- Must have experience utilizing the Microsoft Suite of Products (Outlook, Word, Excel) in a computerized office environment.
- Must have a minimum typing speed of 40 wpm.
- Must possess good proofreading skills, written and oral communication skills and interpersonal skills.

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, 2011