

**POSITION: SECRETARY – FIELD SERVICES****JOB POSTING #:****DEPARTMENT:** Operations**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543246**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.08**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$20.99 - \$24.68 per hour**HOURS PER WEEK:** 33.75

### DUTIES:

Respond to residential construction inquiries and complaints; use two-way radio communication system; correspondence for management staff; record/distribute incoming and outgoing mail/faxes; report and chart staff overtime; record and coordinate downspout disconnection requests; coordinate basement elevation schedule for survey staff; record and report attendance; receive and sign for delivery of goods/equipment and maintenance services; report road closures; inventory/reordering of office supplies; PAL Program dispatcher; schedule meetings for management staff; maintain filing system and staff vacation schedule; research eeling records for Sewer Rehabilitation Program; petty cash disbursements; invoice maintenance; contact for Employee Wellness Program; Occupational Health & Safety Duties as outlined in the Corporate Health & Safety Program

### QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one year post secondary education from a Community College in 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 ten (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's experience in a computerized office environment using the Microsoft Office Suite of products such as Word, Excel and Outlook, with experience utilizing technical/construction terminology and processes;
- Must be capable of working without detailed direction and close supervision;
- Must have a minimum typing speed of 40 wpm;
- Must possess excellent communication skills;
- Knowledge of E.I.S. System would be 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 June 18, 2010.