

**INTERNAL JOB OPPORTUNITY**

<b>POSITION: CLERK STENO - PLANNING</b>		<b>JOB POSTING #:</b>	
<b>DEPARTMENT:</b>	Planning	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543247
<b>POSTING STATUS:</b>		<b>POSITION #:</b>	
<b># OF POSITIONS:</b>		<b>GRADE/CLASS:</b>	0.08
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	
<b>DEADLINE DATE:</b>		<b>HOURS PER WEEK:</b>	33.75

**DUTIES:**

Under the direction and supervision of the Manager of Urban Design to perform clerical and related office duties including: typing of site plan control reports, Council Reports, agendas, minutes, by-laws, public notices, correspondence etc.; track the status of site plan control applications in the AMANDA system and excel spreadsheets; attend Site Plan Control Review Committee Meetings; open, close and maintain site plan control files and records statistics; provide back-up coverage as required for the Planning Advisory Committee (PAC) meetings preparing PAC agendas, notices; attend PAC meetings and assist the Secretary-Treasurer in taking and preparation of PAC minutes, etc. including extracting pertinent data and recommendations from the PAC meeting minutes and forwarding to Council; assist in maintaining an efficient central filing system for Development Unit; maintains development files in basement vaults; respond to customer inquiries at the counter or on the telephone; provide back-up for customer service to Committee of Adjustment and other Clerk Stenos in the Development Unit; schedule appointments and meetings for Development staff as required; receive limited payments and issue receipts for Development Unit. Occupational Health and Safety duties as outlined in the Corporate Health and safety program. Perform other related duties as directed.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post-secondary education from a recognized Community College 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 plus ten (10) full-time years of 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 of administrative experience in a computerized office environment, preferably in a municipal setting;
- Must have a minimum typing speed of 50 w.p.m.;
- Must have operating knowledge and training in computer systems/programs including AMANDA, Microsoft Word and other Microsoft Office Software (e.g. Excel, Outlook and PowerPoint);
- Must have proven communication, organization, time management, customer service and interpersonal skills;
- May be required to lift up to 8 lbs.
- Must be capable of working in a deadline-driven work environment.

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- Posting Period:**
- at 8:30 AM to at 4:30 PM
  - **APPLICATIONS WILL ONLY BE ACCEPTED DURING 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 as 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
- Update:**
- By Human Resources on March 10, 2014

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.