

**INTERNAL JOB OPPORTUNITY**

<b>POSITION:</b>	<b>DATA ENTRY OPERATOR</b>	<b>JOB POSTING #:</b>	<b>2014-0257</b>
<b>DEPARTMENT:</b>	Finance	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543249
<b>POSTING STATUS:</b>	Temporary Full-Time	<b>POSITION #:</b>	00001671
<b># OF POSITIONS:</b>	1	<b>GRADE/CLASS:</b>	0.08
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$21.80 to \$25.62 hourly
<b>DEADLINE DATE:</b>	<b>Wednesday, November 19, 2014</b>	<b>HOURS PER WEEK:</b>	33.75

**DUTIES:**

Reporting to the Payroll Supervisor, this position is responsible for a variety of support and clerical duties including but not limited to keypunching and verifying continuously on a data entry terminal, data such as payroll (salary, hourly). Batches in and writes off jobs when required. Responds to data entry inquiries by phone; enters attendance in PeopleSoft and keeps attendance, banked overtime, and vacation information for the department. Will occasionally research information and compile on spreadsheets to assist in payroll processing. Filing as required. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety programs. Performs other related duties as assigned.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over six (6) months of experience in a computerized office environment utilizing Microsoft Word and Excel;
- Must have a minimum stroke speed of 10,000 Keystrokes per hour with 80% Minimum Accuracy (OPAC Testing System);
- Must be proficient in mathematical calculations;
- Will be required to lift up to 25 lbs;
- Basic knowledge of accounting procedures will be considered an asset;
- Knowledge of PeopleSoft HRMS will be considered an asset.

**POSTING SPECIFICS:**

- Posting Period:**
- **Thursday, November 13, 2014 at 8:30 AM to Wednesday, November 19, 2014 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

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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.