

POSITION: JUNIOR CLERK (ERO)**JOB POSTING #: 2014-0202****DEPARTMENT:** Employment & Social Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543259**POSTING STATUS:** Regular Full-time**POSITION #:** 00002805**# OF POSITIONS:** 1**GRADE/CLASS:** 0.08**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$21.80 to \$25.62 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Responsible for general office duties including: typing, filing, processing of initial application information; scheduling of appointments; screening of telephone or switchboard inquiries; sorting of data input documents; maintenance of various team records; caseworker assistance; various departmental inquiry assistance; etc. Must communicate with the public and fellow staff in a tactful and courteous manner. Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; will perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies;
- Must have over six (6) months experience in a computerized office environment utilizing the Microsoft Suite of Products such as Outlook, Word, etc.;
- Must have a minimum accurate typing speed of 40 wpm;
- Will be required to lift up to 12 lbs.;
- Must possess good verbal and written communication skills.

POSTING SPECIFICS:**Posting Period:**

- **Friday, August 29, 2014 at 8:30 AM to Friday, September 5, 2014 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 August 28, 2014