

**POSITION: TEAM CLERK (FSW)****JOB POSTING #:**

<b>DEPARTMENT:</b>	Employment & Social Services	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543274
<b>POSTING STATUS:</b>	Regular Full-time	<b>POSITION #:</b>	2585
<b># OF POSITIONS:</b>		<b>GRADE/CLASS:</b>	0.08
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$21.80 to \$25.62 per hour
		<b>HOURS PER WEEK:</b>	33.75

**DUTIES:**

Responsible to the Supervisor of ERO/FSW, maintains responsibility for all support services within the Family Support Program including: scheduling of appointments, maintaining records management system, preparing Family Support Package for filing with the appropriate enforcement office, preparing court orders as required. Attends Ontario Court of Justice (OCJ) and Superior Court of Justice (SCJ) to obtain copies of court documentation, (orders, etc.). Prepares documents for court action. Attends other legal agencies as required (law office, Legal Aid, Sheriff's Office, Registrar's Office, etc.). Assists Family Support Workers in preparing files to go to Family Responsibility Office by preparing assignments, cancellation of assignments, statement of arrears, etc. as needed for enforcement action. Types letters, court documents, Council Reports, court orders, using computer programs and files quarterly legal reports and forms. Opens mail and responds to telephone inquiries from the public, staff, agencies, etc. Acts as a division contact person for inquiries regarding family support. Completes services of assignments on debtors, prepares affidavits of service for filing in court, compiles FSW statistics and forwards to MCSS in Toronto, conducts searches for FSW's and ERO's (Ministry of Transportation (MTO) and Credit Bureau checks). Prepares FSW files for transfer to other areas. Processes and records support payments to go to Corporation or Minister of Finance. Endorses FSW file re: service of documents on debtors/delivery of filing package to Family Responsibility Office/payments made by payers. Also conducts searches re: debtors, controls access to highly confidential Provincial information systems. Complete SDMT input documents, ensures deposits, and prepares statistical records. Liaises with Courts and related agencies. Maintains general office duties in computerized setting. Performs Occupational Health & 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 or Ontario Ministry of Education equivalency.
- Must have over one (1) year experience in a computerized office environment utilizing the Microsoft Office Suite of products such as Outlook, Word, etc.
- Must have a minimum accurate typing speed of 40 wpm.
- Must have demonstrated math skills.
- Must have neat and legible penmanship along with good verbal/written communication skills.

**POSTING SPECIFICS:**

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| <b>Posting Period:</b> | <ul style="list-style-type: none"><li>• At 8:30 AM to at 4:30 PM</li><li>• <b>APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.</b></li></ul>  |
| <b>Who May Apply:</b>  | <ul style="list-style-type: none"><li>• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.</li></ul>   |
| <b>How To Apply:</b>   | <ul style="list-style-type: none"><li>• 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.</li></ul> |
| <b>Apply To:</b>       | <ul style="list-style-type: none"><li>• In person to the Human Resources Department or one of the Customer Care Centres</li><li>• By faxing your Job Transfer Form and resume to the Human Resources Department</li></ul>                                      |
| <b>Updated:</b>        | <ul style="list-style-type: none"><li>• By Human Resources on October 25, 2013</li></ul>   |