

INTERNAL JOB OPPORTUNITY

<b>POSITION: DEVELOPMENT CLERK</b>		<b>JOB POSTING #:</b>	
<b>DEPARTMENT:</b>	Engineering	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543278
<b>POSTING STATUS:</b>		<b>POSITION #:</b>	
<b># OF POSITIONS:</b>		<b>GRADE/CLASS:</b>	0.09
<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 of the Senior Manager of Development and Geomatics, will provide clerical/secretarial support for all staff within the Development and Geomatics Division. Duties include, but are not limited to, reception, telephone inquiries, typing various reports and correspondence, minute taking, updating spreadsheets, data entry for accounts payable, updating computerized systems (Amanda, LiveLink, web pages, etc), coordinating meetings and special events; Carrying out functions of Absence Coordinator and maintenance of the Development and Geomatics file system including active and completed/archived records. Will also be responsible for the redirecting and maintenance of all incoming and outgoing mail/courier correspondence; will deliver and pick up various corporate documents/files at other City sites; Will be responsible for monitoring and ordering supplies and maintaining office equipment; performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; Will perform other related duties as directed.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in a computerized office environment using the Microsoft Office Suite of Products particularly Outlook, Word, and Excel;
- Must have a minimum of 50 w.p.m. typing;
- May be required to lift boxes/plans up to 50 lbs.;
- Must possess excellent communication, organizational and interpersonal skills;
- Must have initiative and the ability to work with minimal direction;
- Must hold and maintain a current, valid and lawful Driver's License in accordance with the Highway Traffic Act and have use of a personal vehicle. Must also provide a Driver's Abstract as a condition of employment.

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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.