

**POSITION: DATA ENTRY JUNIOR CLERK****JOB POSTING #:****DEPARTMENT:** Operations**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543361**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.07**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$20.26 - \$23.82 per hour**HOURS PER WEEK:** 40.00**DUTIES:**

Performs data entry functions for the Public Works Department; coordinates and dispatches 311 calls to supervisors using the Amanda system; assists the IMS Coordinator with the assembly, entry and verification of data relating to the Infrastructure Management System; inputs daily data from various sources related to the IMS system; enters requisitions for purchases in PeopleSoft; monitors all sewer and road structures within the City, for example, where sewers are, and information relating to hookups, junctions, private property, city owned, size, length of pipes, etc.; organize and maintain file system. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Performs 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 using the Microsoft Office Suite of Products, particularly Outlook and Word.
- Must have good communication and organizational skills.
- Must be capable of working with the public in an efficient, helpful and tactful manner.
- Must have a minimum typing speed of 40 w.p.m.

**POSTING SPECIFICS:****Posting Period:**

- At 8:30 AM to 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 June 18, 2010