



Employment

Internal Job Opportunity

POSITION: INTERMEDIATE CLERK - RECEPTIONIST		JOB POSTING #:	
DEPARTMENT:	Employment & Social Services	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543377
POSTING STATUS:	Regular Full-time	POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$22.60 - \$26.62 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Responsible to greet the public, obtain information relative to social assistance concerns and provide general information and direction to clients. Respond to telephone inquiries. Responsible for general office duties in a highly computerized environment including accessing file information using Service Delivery Model Technology; schedules appointments for caseworkers; advises staff of any unusual circumstances. Signs client identification slips; receives and distributes mail. Monitors the client waiting area and identifies/addresses any difficult situations according to office policy. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies.
- Must have over one (1) year experience in a computerized office environment utilizing the Microsoft Office Suite of Products such as Word, Excel, Powerpoint, Outlook
- Must have a minimum typing speed of 40 w.p.m.
- Must have neat and legible penmanship.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none">• At 8:30 AM to at 4:30 PM• APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD. |
| Who May Apply: | <ul style="list-style-type: none">• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices. |
| How To Apply: | <ul style="list-style-type: none">• 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: | <ul style="list-style-type: none">• 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: | <ul style="list-style-type: none">• By Human Resources on November 25, 2013 |



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