

POSITION: BY-LAW ENFORCEMENT CLERK**JOB POSTING #:**

DEPARTMENT: Building
POSTING TYPE: Corporate
POSTING STATUS: Regular Full-Time
OF POSITIONS:
SHIFT WORK REQ'D: No

UNION: 543
JOB CODE: 543383
POSITION #:
GRADE/CLASS: 0.09
SALARY RANGE: \$22.60 - \$26.62 per hour (2012)
HOURS PER WEEK: 33.75

DUTIES:

Reporting to the Manager of By-Law Enforcement, the incumbent will be responsible to provide customer service to the general public which includes answering telephone inquiries relating to the City's regulatory by-laws. The incumbent will be responsible for typing correspondence, minutes, memoranda, etc. for by-law enforcement. Will transcribe minutes for team meetings. Prioritizes and reviews all requests for by-law enforcement and evaluates potential violations occurred before giving request for service. Calculates fees for service invoices and prepares forms for shift premiums, as assigned. Prepares registered mail daily. Responsible for cash float and balancing. Maintains a file system in the by-law enforcement area. 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 plus one (1) year post secondary education in a Business or By-Law Enforcement field, or Ontario Ministry of Education equivalencies.
- Must have over six (6) months experience in a computerized and customer service office environment utilizing the Microsoft Office Suite of Products, i.e. Word and Excel, **OR**
- Must have an Ontario Secondary school Graduation Diploma or Ontario Ministry of Education equivalency plus ten (10) full-time years experience with the Corporation of the City of Windsor in an administrative/secretarial/clerical position with successful completion of all three levels of the Computer Technology Certificate.
- Must have a typing proficiency of 50 w.p.m.
- Must have cash handling experience.
- Must be able to lift packages weighing 20 lbs.
- Must have good customer service skills and excellent communication skills.
- Knowledge of the AMANDA system would be considered an asset.
- Knowledge of the City's regulatory by-laws would be considered an asset.

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 March 1, 2012