

INTERNAL JOB OPPORTUNITY

POSITION: 311/211 OPERATOR		JOB POSTING #:	2015-0099
DEPARTMENT:	Communications & Customer Service	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543411
POSTING STATUS:	Regular Part-Time	POSITION #:	00004397
# OF POSITIONS:	1	GRADE/CLASS:	0.12
SHIFT WORK REQ'D:	Yes	SALARY RANGE:	\$25.50 - \$29.97 per hour
DEADLINE DATE:	Thursday, April 16, 2015	HOURS PER WEEK:	Up to 25 hours per week

DUTIES:

Reporting to the Call Centre Supervisor(s) and responsible for answering and processing non-emergency 311 inquiries about city programs, services or events and 211 inquiries about community, health, government and social services. Use the CSR system to search information in the knowledge base to respond to inquiries and/or process requests for service. Use the 211 database to provide information and referral to callers. Navigate multiple applications such as AMANDA, EIS, Textnet, Map My City, The City of Windsor website etc. as additional tools in managing inquiries. Utilize Microsoft Word, Outlook and Excel for various tasks associated with the position. Relay calls of an emergency nature to 911 dispatch centre or crisis agency. May assist with training new 311/211 Operators. May be required to travel to off site trade shows. May be required to lift boxes of supplies for the trade show. Will perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Will perform other related duties as required.

- QUALIFICATIONS:**
- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post-secondary courses in Office Administration, Business or Social Sciences or Ontario Ministry of Education equivalencies;
 - **OR** Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency plus ten (10) full time years of 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 over one (1) year of customer service experience in a computerized environment;
 - Must be proficient in Word, Excel and Outlook;
 - Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's license will be required in accordance with the Highway Traffic Act and must provide a Driver's abstract as a condition of employment;
 - Must have a minimum typing speed of 40 wpm;
 - A comprehensive knowledge of city departments and services would be considered a definite asset;
 - A comprehensive knowledge of social, health and community services would be considered an asset;
 - Previous call centre experience would be considered an asset;
 - Must have a pleasant, courteous manner and demonstrate an ability to deal with difficult customers in a professional manner;
 - May be required to lift up to 27.5 lbs.

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- Posting Period:**
- Friday, April 10, 2015 at 8:30 AM to Thursday, April 16, 2015 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 April 9, 2015

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.