

INTERNAL JOB OPPORTUNITY

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| POSITION: | SENIOR ISSUER – VITAL STATISTICS | JOB POSTING #: | 2015-0090 |
| DEPARTMENT: | Council Services | UNION: | 543 |
| POSTING TYPE: | Corporate | JOB CODE: | 543413 |
| POSTING STATUS: | Regular Full-Time | POSITION #: | 00004183 |
| # OF POSITIONS: | 1 | GRADE/CLASS: | 0.09 |
| SHIFT WORK REQ'D: | No | SALARY RANGE: | \$22.83 - \$26.89 per hour |
| DEADLINE DATE: | Thursday, April 2, 2015 | HOURS PER WEEK: | 33.75 |

DUTIES:

Reporting to the Supervisor, Information & Records this position is primarily responsible for issuing marriage licenses and performing civil marriage ceremonies as a Deputy Division Registrar and Deputy Issuer of Marriage Licences and a Commissioner for taking affidavits for the Province of Ontario as required under Vital Statistics Act, Marriage Act, and Change of Name Act. Will be required to solemnize civil marriages for all couples legally eligible to marry. Acts as a resource to the Junior Clerk, Vital Statistics by providing direction on how to resolve problems. Monitors, issues, and signs as authorized, marriage licenses, registrations of death and burial permits. Ensures required documentation is submitted for all forms and licences; composes and types items such as letters and reports. Monitor monthly expenditure reports and recommend corrections as required. Respond to general inquiries by phone and at the counter. Will use the Amanda Cashiering system and has the responsibility of closing off cash. Interpret the provisions of the Marriage Act and the Vital Statistics Act and the regulations enacted there under. Able to deal with customers in a professional manner. Also involved in the training of new employees. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Performs other duties as assigned.

- 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 customer service based, computerized office environment utilizing the Microsoft Suite Products (i.e. Word, Excel and Outlook);
 - Must have a minimum typing speed of 40 wpm;
 - Must be a mature, responsible person for dealing with the public regarding matters, which are often of a personal nature;
 - Must be capable of carrying out duties without details instructions and with accuracy;
 - Must be willing to complete a Civil Marriage Solemnization Training Program;
 - May be required to lift up to 14.5 lbs.

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INTERNAL JOB OPPORTUNITY**POSITION: SENIOR ISSUER –
VITAL STATISTICS****JOB POSTING #: 2015-0090****POSTING SPECIFICS:**

- Posting Period:**
- Friday, March 27, 2015 at 8:30 AM to Thursday, April 2, 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 March 24, 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.