

POSITION: RISK MANAGEMENT CLERK**JOB POSTING #: 2013-0243****DEPARTMENT:** Legal & Risk Management**UNION:** 543**POSTING TYPE:** Departmental**JOB CODE:** 543419**POSTING STATUS:** Temporary Full-time**POSITION #:** 00004267**# OF POSITIONS:** 1**GRADE/CLASS:** 0.08**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$21.80 to \$25.62 hourly**HOURS PER WEEK:** 33.75**DUTIES:**

Reporting to the Supervisor of Risk Management, responsible for general office duties and providing clerical assistance in a highly computerized environment, including, typing, processing of damage claim forms, scheduling of appointments, responding to and/or screening telephone inquiries; sorting of data and input of documents; maintenance of various records, assisting the public with claims related problems, directing calls to appropriate staff, sorting and distributing team mail, preparing correspondence; originating, retrieving, sorting and maintaining files; recording various statistics; processing payments for Risk Management Division through the PeopleSoft system; responsible for maintaining insurance certificates and claims data; communicating with adjusters and third parties regarding claims; communicating with insurance brokers; various companies and city departments regarding certificates of insurance; maintaining the City property list. Must communicate with the public in a tactful and courteous manner. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Perform 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 experience working in a computerized accounts payable environment.
- Must have demonstrated ability to work with Microsoft Word, Excel and Outlook.
- Must have a minimum typing speed of 40 wpm.
- Must have good organizational skills, research, planning, interpersonal and communication skills.
- Must have the ability to work independently with a minimum of supervision.
- Experience using PeopleSoft Financial System will be considered an asset.
- Familiarity with the City's structure and operations will be considered an asset.
- Experience working with confidential documents considered an asset.

POSTING SPECIFICS:

Posting Period:

- Friday, December 13, 2013 at 8:30 AM to Monday, December 16, 2013 at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current employees of the Legal Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete a resume, specifically noting the job posting number, your qualifications and experience as outlined above

Apply To:

- In person to the Dana Paladino, Supervisor of Risk Management, 400 City Hall Square East, #403 or by e-mail to dpaladino@city.windsor.on.ca.

Updated:

- By Human Resources on December 12, 2013