

POSITION: LICENSING CLERK

JOB POSTING #: 2014-0162

DEPARTMENT:	Policy, Gaming & Licensing	UNION:	543
POSTING TYPE:	Departmental	JOB CODE:	543422
POSTING STATUS:	Temporary Full-time	POSITION #:	00000027
# OF POSITIONS:	1	GRADE/CLASS:	0.08
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$21.80 to \$25.62 hourly
		HOURS OF WORK:	33.75

DUTIES:

Performs clerical functions for the licence division according to the Municipal Act and City's by-laws. Will provide front-line customer service to the general public which includes attending front counter, answering telephone inquiries and responding to written inquiries. Assists the Supervisor of Licensing in administering animal licensing. The incumbent will be responsible for typing correspondence, minutes, memoranda, prepares mass mailings for distribution etc. as well as doing some statistical data entry for the gaming section; Responsible for his/her own cash float and balancing on a daily basis; Prepare files for disposition under the retention by-law and maintains licensing files/records; develop statistical reports for the Supervisor of Licensing as needed; assist the Senior Licence Issuer in carrying out the duties of that position, and provide back-up to Vital Statistics and Customer Service as required; Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; performs other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency.
- Must have over six (6) months experience in a computerized office environment utilizing the Microsoft Suite of Products such as Word, Outlook, Excel.
- Must have a minimum typing speed of 50 w.p.m.
- Must have cash handling experience.
- Must have demonstrated experience in customer service.
- Will be required to lift packages up to 12 lbs.
- Must have good customer service skills and excellent communication skills.
- Knowledge of AMANDA and Live Link would be considered an asset.
- Knowledge of the Alcohol & Gaming Commission Terms and Conditions and Licensing by-Law 395-2004 would be considered an asset.

POSTING SPECIFICS:

- Posting Period:**
- From Tuesday, June 24, 2014 at 9:30 AM to Thursday, June 26, 2014 at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current employees of the Council Services and Communications & Customer Service Departments and Policy, Gaming & Licensing. 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 Craig Robertson, (A) Supervisor of Licensing, 350 City Hall Square, #203, or by e-mail to crobertson@city.windsor.on.ca.
- Updated:**
- By Human Resources on June 23, 2014