

POSITION: PROGRAM & POLICY CLERK**JOB POSTING #:****DEPARTMENT:** Housing & Children's Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543539**POSTING STATUS:** Regular Full Time**POSITION #:** 00004562**# OF POSITIONS:** 1**GRADE/CLASS:** 0.07**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$ 21.03 to \$24.74 per hour (2012)**HOURS PER WEEK:** 33.75**DUTIES:**

Provides clerical support to the Children's Services System Manager, the Supervisor of Program and Policy as well as the program and policy team by providing administrative support to all the networks (Inclusion, Ontario Early Years Centres, Professional Development) which includes the scheduling of meetings, minute taking including their distribution and the photo copying of materials. Prepares draft correspondence for distribution to the early learning community. Frequently uses a personal computer to prepare and process items such as letters, memorandums, quarterly reports, statistic forms, processes accounts payable vouchers including travel and business expense vouchers through PeopleSoft. Performs general office duties including filing, photocopying, responding to telephone inquiries relative to programs, services, and resources for children and families in Windsor/Essex County. Compiles and submits request for corporate training and enters all non-corporate training into PeopleSoft for Children's Services Staff. Attendance Clerk for Children's Services Division. Ordering of supplies for professional development and distribution of information to the community electronically and/or by mail. Must maintain amiable relations with co-workers and customers. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Will perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary education from a community college or University in Office or Business Administration or Ontario Ministry of Education equivalencies;
- **OR** Must have an Ontario Secondary School Graduation diploma or Ontario Ministry of Education Equivalency combined with (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 over six (6) months experience in an office setting utilizing the Microsoft Office suite of Products such as Windows, Word, Excel, Outlook.
- Must have minimum typing speed of 40 w.p.m.
- Must have neat and legible penmanship.
- Should have experience with the PeopleSoft program.
- Knowledge of Departmental and Children's Services Division legislation, policies and procedures would be considered an asset.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 A.M. to at 4:30 P.M.
- **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 November 16, 2012