

POSITION: JUNIOR CLERK**JOB POSTING #:****DEPARTMENT:** Housing & Children's Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543547**POSTING STATUS:** Regular Full-time**POSITION #:** 3357**# OF POSITIONS:****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:**

Processes monthly Record of Attendance submissions from purchase of service operators. Performs general office duties including retrieving of voice messages, filing, faxing and photocopying; mails authorizations and general correspondence; mail retrieval and mail matching. Helps maintain the child care subsidy wait list as required. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Must maintain amiable relations with co-workers and customers. Performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies.
- Must have over six (6) months experience in a computerized office environment using the Microsoft Office Suite of Products including Windows, Word, Excel and Outlook.
- Must have a minimum typing speed of 40 w.p.m.
- Must have neat and legible penmanship.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to at 4:30 PM
- **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