

**INTERNAL JOB OPPORTUNITY**

<b>POSITION: JUNIOR CLERK – TEAM BILINGUAL    JOB POSTING #:</b>			
<b>DEPARTMENT:</b>	Employment & Social Services	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543554
<b>POSTING STATUS:</b>	Regular Full Time	<b>POSITION #:</b>	4672
<b># OF POSITIONS:</b>	1	<b>GRADE/CLASS:</b>	0.08
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$21.80 to \$25.62 per hour
<b>DEADLINE DATE:</b>		<b>HOURS PER WEEK:</b>	33.75

**DUTIES:**

Responsible for general office duties in a highly computerized environment, including: typing, processing of initial application information, scheduling of appointments, responding to and/or screening of telephone or switchboard inquiries, sorting of data and input documents. Sorts and distributes mail for the team; Originates, retrieves and sorts files; Files computer sheets; Maintains various team records; Provides caseworker assistance such as scheduling appointments, providing social assistance information, assisting clients with specific problems, directing calls to appropriate staff or agencies and sorting and distributing team statistics. Must communicate with the public and fellow staff in a tactful and courteous manner. 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 (6) months of experience in a computerized office environment utilizing the Microsoft Office Suite of Products such as Word, Excel and PowerPoint;
- Must be fluently bilingual (French and English)
- Will be required to lift up to 6.6 lbs.;
- Must have a minimum accurate typing speed of 40 w.p.m.;
- Must possess good verbal and written communication skills.

**POSTING SPECIFICS:**

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| <b>Posting Period:</b> | <ul style="list-style-type: none"> <li>• 2014 at 8:30 AM to 2014 at 4:30 PM</li> <li>• <b>APPLICATIONS WILL ONLY BE ACCEPTED DURING POSTING PERIOD</b></li> </ul>   |
| <b>Who May Apply:</b>  | <ul style="list-style-type: none"> <li>• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.</li> </ul>  |
| <b>How To Apply:</b>   | <ul style="list-style-type: none"> <li>• 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.</li> </ul> |
| <b>Apply To:</b>       | <ul style="list-style-type: none"> <li>• In person to the Human Resources Department or one of the Customer Care Centers</li> <li>• By faxing your Job Transfer Form and resume to the Human Resources Department</li> </ul>                                      |
| <b>Update:</b>         | <ul style="list-style-type: none"> <li>• By Human Resources on November 18, 2014</li> </ul>   |

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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.