

**Job Posting #:**

**Job Title:** CASHIER - 543001

**Department:** Planning & Building Services

**Union:** C.U.P.E. Local 543

**Work Location:** Various

**Position Status:**

**Rate of Pay:**

**Posting Period:**

**DUTIES AND RESPONSIBILITIES:**

Reporting to the Manager of Inspections/Deputy CBO or designate, this position performs various clerical duties to assist the Customer Service Representatives in the Building Department. Duties include, but are not limited to, the inputting of permits in the Amanda system; receiving cash and provides receipts for permit fees; balances daily and forwards any backup to the Finance Department; maintains a ledger book by recording permit fees and letter of credit accounts; periodically checks balances; files permit applications; types various correspondence, i.e. form letters and memos; verifies work completion for refund of indemnity deposits using the PeopleSoft Financial System, check permit and inspections reports; verifies depositors' current location for issuance of cheques; signs appropriate form and forwards to Finance Department; responds to inquiries from contractors and/or the public regarding indemnity deposits and refunds; maintain amiable relations with the public and fellow employees. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education ;
- Must have over six (6) months of experience in a computerized office environment utilizing the Microsoft Office Suite of products such as Word, Excel and Outlook;
- Must have a minimum typing speed of 40 wpm;
- Must be a responsible and self-directed individual who works well independently and as a member of a team;
- Must possess excellent communication, organizational and interpersonal skills;
- Previous experience in the use of PeopleSoft Financials and Amanda would be considered an asset;
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**WORKING CONDITIONS:**

**Shift Work Req'd:** Error! No document variable supplied.

**PHYSICAL REQUIREMENTS:**

The physical demands analysis associated with this job indicates a limited / sedentary level of work.

**POSTING SPECIFICS:**

**Who May Apply:**

Current employees of the Human Resources Department. 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

**Update:**

By Human Resources on February 1, 2017.

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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.