

JOB DESCRIPTION

POSITION: CLERK JUNIOR - VITAL STATISTICS			
DEPARTMENT:	Council Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543020
HOURS OF WORK:	33.75	GRADE/CLASS:	0.06
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Supervisor of Information & Records, this position will be responsible for receiving at the counter applications such as marriage licences and registrations of death. Checks paperwork for completeness and reviews required documents. Prepares marriage licences and ensures proper documentation. Registered as a Deputy Division Registrar and Deputy Issuer as required under the Vital Statistics Act and Marriage Act. Issues receipts and processes payment through the Amanda Cashiering System. Records all certificates in registration books or enters into an access database. Records statistical information on a weekly/monthly basis in Excel. Frequently types items such as letters, licences and other correspondence as required. Files items such as receipts and photocopies as required. Responds to general inquiries by phone or at the counter. Prepares invoices for various funeral homes for death registration fees. Acts as back up to the Senior Issuer – Vital Statistics as required. 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 equivalency;
- Must have over three (3) months of experience in a computerized office environment utilizing the Microsoft Suite of Products such as Word, Excel;
- Must have a minimum typing speed of 50 wpm;
- Must have good customer service skills and excellent communication skills;
- Knowledge of the Vital Statistics Act and Marriage Act considered an asset;
- Experience with Microsoft Access is considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

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.