

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>FINANCIAL RECORDS &amp; ADMINISTRATIVE CLERK</b>		
<b>DEPARTMENT:</b>	Council Services	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543023
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.09
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Manager of Records and Elections, Freedom of Information Coordinator, this position maintains, copies and organizes the provincial assessment rolls as returned by the Municipal Property Assessment Corporation; responds to public inquiries regarding assessment rolls to fulfill the statutory requirements of the Ontario Assessment Act; responsible for the electronic processing of accounts payable invoices and requisitions in PeopleSoft; accepts cash/debit payments from City of Windsor departments as well as the general public and issues receipts using the Amanda system; responsible for the daily maintenance and continuing operation of all copiers in the Corporate Print Room including ordering supplies and liaising with members of City Council, departments and vendors; responds to general counter and telephone inquiries from the public and other staff; responsible for processing marriage licences and death certificates; maintains Intranet for the department; maintains and organizes Federal Voters' List; Provincial Voters' Lists and Municipal voters' lists for public viewing under the statutory requirements of the Federal, Provincial and Municipal Elections Acts; performs clerical duties pertaining to elections in accordance to the Municipal Elections Act; coordinates student employment for the election and processes salary payment of Election personnel in PeopleSoft; prepares materials required by for the Manager for training of election staff, creates ballots and witness the destruction of ballots after the election is completed; verifies nomination papers for candidates under the Municipal Elections Act. Responsible to lift election equipment 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 one (1) year experience working in a computerized office environment utilizing the Microsoft Suite of Products (proficient in use of Word and Excel);
- Must hold and maintain a current valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment.
- Must have a minimum typing speed of 40 wpm;
- Must have excellent organizational and multi-tasking capabilities;
- Capable of maintaining good relations with the public and other employees at all times;
- Familiarity with relevant Municipal by-laws and Provincial legislation considered an asset;
- The physical demands analysis associated with this job indicates a moderate level of work.
- Must complete a post-offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

**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.**