

JOB DESCRIPTION

POSITION:	LEGAL DOCUMENTS CLERK		
DEPARTMENT:	Policy, Gaming, Licensing & By-Law Enforcement	UNION:	C.U.P.E. Local 543
LOCATION:	350 City Hall Square	JOB CODE:	543032
HOURS PER WEEK:	33.75	GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	No		

DUTIES:
Reporting to the Senior Manager of Policy, Gaming, Licensing & By-Law Enforcement, this position will be responsible for the processing of all corporate contracts, deeds, agreements and orders requiring statutory signatures as received from Legal Services; reviews contracts, agreements, deeds and orders and ensures compliance with Council Resolutions, CAO Approval Notices, Acts and By-laws. Requests required documents such as bonds and insurance etc. and follows up to ensure execution by all required parties, including Departmental approvals and signatures of the City Clerk and CAO. Seals and distributes fully executed agreements and contracts to appropriate Agencies and City Departments. Composes and types correspondence, reports, memos, letters etc. to internal and external parties to follow up on status of agreements etc. Originates and maintains files and indexing systems to track documents and releases bonds as required. Processes and updates Encroachment agreements in the Amanda System to initiate the billing process. Researches, reviews and provides records for Freedom of Information; lawyers and public requests. Provides replies to general customer inquiries by telephone, e- mail and at the counter. Maintain amiable relations with the public and administrative staff. Processes limited payments for fees and services. Provide back up to various departmental staff 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 plus one (1) year of post-secondary education in Office or Legal Administration from a Community College or Ontario Ministry of Education equivalencies; **OR**
 - Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education Equivalency plus ten (10) full-time years of experience with the Corporation of the City of Windsor in an administrative/secretarial/clerical position with successful completion of all three (3) levels of the Computer Technology Certificate;
 - Must have over one (1) year of experience in a computerized legal office environment utilizing the Microsoft Office Suite of Products;
 - Must be able to demonstrate an advanced level of knowledge of Microsoft Office (i.e. Word/Excel);
 - Must have familiarity with the processing of legal documents;
 - Must be a responsible, self-directed individual who works well independently as well as a member of a team;
 - Must be extremely organized and detail-oriented with excellent communication and writing skills along with research and analytical skills;
 - The physical demands analysis associated with this job indicates a limited / 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.