

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>CLERK INTERMEDIATE</b>		
<b>DEPARTMENT:</b>	Pollution Control	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543138
<b>HOURS OF WORK:</b>	25	<b>GRADE/CLASS:</b>	0.06
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Manager of the Lou Romano Water Reclamation Plant, this position will provide secretarial and administrative support services for the Administration Branch of Pollution Control. Duties include typing correspondence, reports and miscellaneous data for all Branch Divisions: Laboratory, Electrical, Pumping Stations, Little River PCP, and the Lou Romano Water Reclamation Plant. Responds to and re-routes telephone inquiries. Maintains various current listings such as surcharge industries, maintains and revises all plant process manuals including the ISO 14001 procedures manual at the Little River PCP. Maintains the branch filing system. Performs photocopying, compiling, binding and faxing of documents as necessary. Maintains office supplies for Branch including inventory control and ordering. 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 Office Suite of Products, particularly Outlook, 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 proficiency of 50 wpm;
- Must have excellent interpersonal and communications skills;
- 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.**