

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>RECREATION CLERK</b>		
<b>DEPARTMENT:</b>	Recreation & Culture		
<b>LOCATION:</b>	Various	<b>UNION:</b>	C.U.P.E. Local 543
<b>HOURS OF WORK:</b>	33.75	<b>JOB CODE:</b>	543163
<b>SHIFT WORK REQ'D:</b>	No	<b>GRADE/CLASS:</b>	0.08

**DUTIES:**

Reporting to the Manager of Administration, this position will be responsible for providing secretarial and clerical support services to the Recreation & Culture Department. Performs administrative duties as required by the department including handling of information requests, complaints and other requests submitted through 311 and the Parks & Recreation's central email accounts. Duties also include maintaining databases, taking and transcribing minutes, handling telephone inquiries, word processing, copying, filing of communications/correspondence, etc. Orders, maintains, distributes and monitors office and computer supplies for the department. Assists with counter reception, including processing of recreation program registrations, inquiries on facility bookings and program information, etc. Delivers mail to City Hall or other areas as required. Maintains amiable relations with the public and fellow staff. 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 from a Community College or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in a computerized office environment utilizing the Microsoft Suite of Products such as Word and Excel;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must be able to complete typing assignments with a transcriber and a personal computer;
- Must have a minimum typing proficiency of 50 wpm;
- Must be able to work with minimal direction;
- Must possess excellent communication skills;
- The physical demands analysis associated with this job indicates a sedentary level of work.
- Experience in program registration and facility booking considered an asset
- Experience in Livelink and Agenda.net considered an asset.

**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.**