

JOB DESCRIPTION

POSITION:	RECORDS & SUPPLY CLERK		
DEPARTMENT:	Employment & Social Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543206
HOURS OF WORK:	33.75	GRADE/CLASS:	0.08
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Customer Service Manager, or designate this position will be responsible for the maintenance of the records storage areas; Operates various office equipment including photocopiers, punch and binding equipment; Ordering, receiving and storage of office supplies and forms; Requisition and small purchase order (SPO) processing and receiving items through PeopleSoft; Maintains interdepartmental mail, when necessary; Maintenance of forms and supplies distribution, equipment systems as well as inventory control systems. 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 six (6) months of experience in a computerized office environment utilizing the Microsoft Suite of products (such as Word, Excel, Outlook);
- 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 excellent written and verbal communication skills;
- Must be bondable;
- Knowledge of PeopleSoft Financials and journals would be considered an asset;
- The physical demands analysis associated with this job indicates a heavy 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.