

JOB DESCRIPTION

POSITION:	CLERK STENO INTERMEDIATE		
DEPARTMENT:	Employment & Social Services		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543222
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.10

DUTIES:

Reporting to a Social Services Manager, this position will be responsible to provide all aspects of clerical support to the Ontario Works Manager(s) and their division. Duties include: typing of confidential correspondence; maintaining policy and administrative files for the Ontario Works (OW) Manager(s); schedules appointments and interviews for the OW Manager(s) as required; prepares personnel and administrative related forms, i.e. car mileage, sick leave, vacation requests, overtime, etc.; answers phones and screens/answers inquiries from the public for the OW Manager; records and reports daily attendance of employees for the Division; makes entries into the PeopleSoft system; is responsible and performs the functions of Attendance Coordinator for the Division. Responsible to compile monthly statistical reports. Maintains the OW Manager follow-up systems; takes minutes for meetings and various committees. 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 school courses in Business or Office Administration 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 office environment utilizing the Microsoft Suite of Products including Windows, Word, Excel, Outlook and PowerPoint;
- Must have a minimum accurate typing speed of 50 wpm;
- Must have neat and legible penmanship;
- Familiarity with the Social Services environment is considered an asset;
- 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.