

JOB DESCRIPTION

POSITION:	CLERK STENO INTERMEDIATE		
DEPARTMENT:	Housing & Children's Services		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543225
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.11

DUTIES:

Reporting to the Manager of Homeless & Housing Support, this position will be responsible for providing secretarial and administrative support to the Manager, and is responsible for all aspects of clerical assistance required to maintain confidential information within the Residential Support Unit. Duties include frequent typing using a personal computer, items such as correspondence, reports, forms, etc.; records minutes of meetings and transcribes them. Responds to telephone inquiries from the public, schedules appointments, reservations, travel arrangements for Manager and Residential Support Staff. Records and completes forms related to pay adjustments, etc. and informs the Finance Department; inputs data related to staff attendance to PeopleSoft HRMS. Collates statistics for various reports. Maintains a follow-up system for items distributed to supervisors to ensure completion of task; Drafts general correspondence to staff for the Manager; formats all other correspondence. Processes Accounts Payable Vouchers. 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 Administration, Business Administration from a Community College or University or Ontario Ministry of Education equivalency; 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 (1) year of experience in a computerized office environment using the Microsoft Office Suite of products including Word, Excel, Power Point and Outlook;
- Must have a minimum accurate typing speed of 50 wpm;
- Must possess excellent analytical skills to assess routine problems with administrative matters, determine suitable format and formalize material presentation with attention to detail and maintain accurate records;
- Must exercise independent judgment and excellent organizational and planning skills to identify urgent and conflicting matters; coordinate meetings, conferences and schedules and prioritize multiple tasks and projects for completion within prescribed time frames;
- Must have excellent communication skills to prepare correspondence and appropriately respond to enquiries from the public, other employees, housing providers, government officials and other client groups and possess professional discretionary skills with ability to understand and deal with confidential matters;
- Past experience, knowledge or general understanding of Social Housing administrative activities, information sources, database systems and office procedures will be 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.