

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>INTERMEDIATE CLERK</b>		
<b>DEPARTMENT:</b>	Social & Health Services		
<b>LOCATION:</b>	Various	<b>UNION:</b>	C.U.P.E. Local 543
<b>HOURS OF WORK:</b>	33.75	<b>JOB CODE:</b>	543244
<b>SHIFT WORK REQ'D:</b>	No	<b>GRADE/CLASS:</b>	0.10

**DUTIES:**

Reporting to the Social Policy Coordinator, this position will be responsible to interact with organizational representatives, government officials and members of the general public in a very professional and courteous manner; Screens calls and responds to telephone and email inquiries or re-routes them to the appropriate person; Responds to departmental inquiries; Schedules meetings; Opens and distributes mail including cheques and cash received in the mail; Frequently uses a computer to type and prepare memoranda, correspondence, minutes, reports, forms, PowerPoint presentations, etc; Researches statistics and files to provide summary reports.; Updates and maintains departmental webpages, CDHS telephone directory, policy and procedural guidelines, filing , and distributes changes to all pertinent clerical staff; performs general office duties; Must be a team player and maintain amiable relations with co-workers and customers. 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 Public, Office or Business Administration or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in a Municipal environment;
- Must have experience utilizing the Microsoft Suite of Products (Outlook, Word and Excel) in a computerized office environment;
- Must have a minimum typing speed of 40 wpm;
- Must possess good proofreading, written and oral communication and interpersonal 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.**