

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>JUNIOR CLERK (ERO)</b>		
<b>DEPARTMENT:</b>	Employment & Social Services	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543259
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.08
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to a Supervisor, this position will be responsible for general office duties including: typing, filing, processing of initial application information; scheduling of appointments; screening of telephone or switchboard inquiries; sorting of data input documents; maintenance of various team records; caseworker assistance; various departmental inquiry assistance; etc. Must communicate with the public and fellow staff in a tactful and courteous manner. 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 Outlook, Word, etc.;
- Must have a minimum accurate typing speed of 40 wpm;
- Must possess good verbal and written communication 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.**