

JOB DESCRIPTION

POSITION:	EARLY LEARNING INITIATIVES CLERK - BILINGUAL		
DEPARTMENT:	Housing & Children's Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543378
HOURS OF WORK:	33.75	GRADE/CLASS:	0.07
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to a Supervisor, this position will be responsible for general office duties in a highly computerized environment, including: takes and prepares minutes for meetings; types correspondence, files, orders supplies, photocopies; mail out and distribution of flyers and communication to Child Care Operators and Agencies; prepares information packages, designs and creates print material; lifts and delivers, using vehicle, supplies and materials; scheduling of appointments; handles and reconciles petty cash; prepares and processes payroll crew cards; processes Purchase of Service Record of Attendance billings; Maintains daily attendance program participants; creates sign in sheets and evaluations for staff development; tracking participants involved in professional development opportunities; maintenance of various records; sorting and distributing mail; originating and maintaining both hard copy and computer files; recording various statistics. 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 Office Suite of Products including Outlook, Word and Excel;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must be fluently bilingual (English and French);
- Must have a minimum typing speed of 40 wpm;
- Must possess good verbal and written communication skills and neat and legible penmanship;
- The physical demands analysis associated with this job indicates a light to medium 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.