

JOB DESCRIPTION

POSITION:	SENIOR ISSUER - VITAL STATISTICS		
DEPARTMENT:	Council Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543413
HOURS OF WORK:	33.75	GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Supervisor, Information & Records this position is primarily responsible for issuing marriage licences and performing civil marriage ceremonies. as a Deputy Division Registrar and Deputy Issuer of Marriage Licences and a Commissioner for taking affidavits for the Province of Ontario as required under Vital Statistics Act, Marriage Act, and Change of Name Act. Will be required to solemnize civil marriages for all couples legally eligible to marry. Acts as a resource to the Junior Clerk, Vital Statistics by providing direction on how to resolve problems. Monitors, issues, and signs as authorized, marriage licences, registrations of death. Ensure required documentation is submitted, Compose, occasionally type items such as letters and reports. Monitor monthly expenditure reports and recommend corrections as required. Respond to general inquiries by phone and at the counter. Will use the Amanda Cashiering system and has the responsibility of closing off cash. Interpret the provisions of the Marriage Act and the Vital Statistics Act and the regulations enacted there under. Able to deal with customers in a professional manner. Also involved in the training of new employees. 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 one (1) year of experience in a customer service based, computerized office environment utilizing the Microsoft Suite Products (i.e. Word, Excel and Outlook);
- Must have a minimum typing speed of 40 wpm;
- Must be a mature, responsible person for dealing with the public regarding matters, which are often of a personal nature;
- Must be capable of carrying out duties without details instructions and with accuracy;
- Must be willing to complete a Civil Marriage Solemnization Training Program;
- The physical demands analysis associated with this job indicates a limited / 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.