

Job Posting #:

Job Title: SENIOR ISSUER - VITAL STATISTICS - 543413

Department: Council Services

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

DUTIES AND RESPONSIBILITIES:

Reporting to the Supervisor, Information & Records this position is responsible for issuing marriage licenses 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. Monitors, issues, and signs as authorized, marriage licenses, registrations of death and burial permits. Ensures required documentation is submitted for all forms and licences; composes and types 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;
-

WORKING CONDITIONS:

Shift Work Req'd: Error! No document variable supplied.

PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a limited / sedentary level of work.

POSTING SPECIFICS:

Who May Apply:

Current employees of the Human Resources Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

In person to the Human Resources Department

Update:

By Human Resources on February 1, 2017.

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.