

JOB DESCRIPTION

POSITION:	ADMINISTRATIVE SUPPORT CLERK		
DEPARTMENT:	Council Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543414
HOURS OF WORK:	33.75	GRADE/CLASS:	0.07
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager, Records and Elections, Freedom of Information Coordinator, this position will be responsible for the following duties: Provide counter and telephone service to customers and answer inquiries from the public relating to Council Services and provides general secretarial support; Provide secretarial support for miscellaneous typing of general correspondence, committee meetings, minutes of meetings, etc.; Process application fees as required and issue receipts; Conduct searches for all departments for Council resolutions, by-laws, agreements, deeds, and contracts as required; Perform duties relative to the Corporate Records Management Program; liaising with departments concerning records retention of documents and classifying documents; Performs all duties related to the Mailroom functions, such as the daily pick up of mail and distribution of both Canada Post mail and interdepartmental mail (driving to various locations throughout the city) and the daily processing of Canada Post mail utilizing the DM1000 mailing machine; Printing/copying documents in the print room environment, as required, operating high speed network connected copier equipment; Assist in all phases of the Municipal Election with emphasis on election equipment storage, set up, programming and distribution of election equipment to voting stations throughout the City; Process accounts payable using PeopleSoft. 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 three (3) months of office experience in general mail room duties and accounts payable;
- Must hold and maintain a current valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must have experience in a computerized office environment utilizing Microsoft Outlook, Word, and Excel;
- Must possess a typing speed of 40 wpm;
- Must have the ability to work independently with a minimum of supervision;
- Familiarity with the City's structure/operations and knowledge of the City's streets would be a definite asset;
- PeopleSoft experience considered an asset;
- Experience working in Elections would be considered an asset;
- The physical demands analysis associated with this job indicates a moderate level of work;
- Must complete a post-offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

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.