

JOB DESCRIPTION

POSITION:	RISK MANAGEMENT CLERK		
DEPARTMENT:	Provincial Offences, Purchasing & Risk Management		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543419
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.11

DUTIES:

Reporting to the Deputy City Solicitor – Provincial Offences, Purchasing & Risk Management, this position will be responsible for general office duties and providing clerical assistance in a highly computerized environment, including, typing, processing of damage claim forms, scheduling of appointments, responding to and/or screening telephone inquiries; sorting of data and input of documents; is responsible for tracking/recording attendance and maintaining the Risk Management website; maintenance of various records, assisting the public with claims related problems, directing calls to appropriate staff, sorting and distributing team mail, preparing correspondence; originating, retrieving, sorting and maintaining files; recording various statistics; processing payments for Risk Management Division through the PeopleSoft system; provides primary backup to the Insurance & Risk Analyst; responsible for maintaining insurance certificates and claims data; communicating with adjusters and third parties regarding claims; communicating with insurance brokers; various companies and City departments regarding certificates of insurance; maintaining the City property list. Must communicate with the public 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, plus two (2) years of post-secondary education relating to Business or Accounting, or Ontario Ministry of Education equivalency
- Must have over one (1) year of experience working in a computerized accounts payable environment;
- Must have a demonstrated ability to work with Microsoft Word, Excel and Outlook;
- Must have a minimum typing speed of 40 wpm;
- Must have good organizational skills, research, planning, interpersonal and communication skills;
- Must have the ability to work independently with a minimum of supervision;
- Experience using the PeopleSoft Financial System will be considered an asset;
- Familiarity with the City's structure and operations will be considered an asset;
- Experience working with confidential documents will be considered an asset;
- 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.