

JOB DESCRIPTION

POSITION:	LICENSING CLERK		
DEPARTMENT:	Policy, Gaming, Licensing & By-Law Enforcement	UNION:	C.U.P.E. Local 543
LOCATION:	350 City Hall Square	JOB CODE:	543422
HOURS PER WEEK:	33.75	GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No		

DUTIES:
Reporting to the Supervisor of Licensing, this position will perform clerical functions for the licence division according to the Municipal Act and City's by-laws. Will provide front-line customer service to the general public which includes attending front counter, answering telephone inquiries and responding to written inquiries. Assists the Supervisor of Licensing in administering animal licensing. The incumbent will be responsible for typing correspondence, minutes, memoranda, prepares mass mailings for distribution etc. as well as doing some statistical data entry for the gaming section; Responsible for his/her own cash float and balancing on a daily basis; Prepares files for disposition under the retention by-law and maintains licensing files/records; develops statistical reports for the Supervisor of Licensing as needed; assists the Senior License Issuer in carrying out the duties of that position and provides back-up to Vital Statistics and Customer Services as required. 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 Suite of Products such as Word, Outlook and Excel;
 - Must have cash handling experience;
 - Must have demonstrated experience in customer service;
 - Must have good customer service skills and excellent communication skills;
 - Knowledge of Amanda and LiveLink would be considered an asset;
 - Knowledge of the Alcohol & Gaming Commission Terms and Conditions and Licensing By-Law 395-2004 would be considered an asset;
 - 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.