

JOB DESCRIPTION

POSITION:	JUNIOR CLERK		
DEPARTMENT:	Housing & Children's Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543547
HOURS OF WORK:	33.75	GRADE/CLASS:	0.07
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Children's Services System Supervisor, this position processes monthly Record of Attendance submissions from purchase of service operators. Performs general office duties including retrieving of voice messages, filing, faxing and photocopying; Mails authorizations and general correspondence; Mail retrieval and mail matching. Helps maintain the child care subsidy wait list as required. Provides back- up to the Intake Clerk with respect to the answering of the phone line for Fee Subsidy applications. 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 using the Microsoft Office Suite of Products including Windows, Word, Excel and Outlook;
- Must have a minimum typing speed of 40 wpm;
- The physical demands analysis associated with this job indicates a sedentary level of work. May be light during year end file preparation.

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.