

JOB DESCRIPTION

POSITION:	JUNIOR CLERK - TEAM - BILINGUAL		
DEPARTMENT:	Employment & Social Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543554
HOURS OF WORK:	33.75	GRADE/CLASS:	0.08
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to a Supervisor, this position will be responsible for general office duties in a highly computerized environment including: typing, processing of initial application information, scheduling of appointments, responding to and/or screening of telephone or switchboard inquiries, sorting of data and input documents. Sorts and distributes mail for the team; Originates, retrieves and sorts files; Files computer sheets; Maintains various team records; Provides caseworker assistance such as scheduling appointments, providing social assistance information, assisting clients with specific problems, directing calls to appropriate staff or agencies and sorting and distributing team statistics. Must communicate with the public and fellow staff 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 or Ontario Ministry of Education equivalency;
- Must have over (6) months of experience in a computerized office environment utilizing the Microsoft Office Suite of Products such as Word, Excel and PowerPoint;
- Must be fluently bilingual (French and English);
- Must have a minimum accurate typing speed of 40 wpm;
- Must possess good verbal and written communication skills;
- 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.