

JOB DESCRIPTION

POSITION:	PERMIT SERVICES CLERK		
DEPARTMENT:	Planning & Building Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543002
HOURS OF WORK:	33.75	GRADE/CLASS:	0.05
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Permit Services/Deputy CBO, this position will be responsible to receive, enter and scan data from various source documents regarding new permits, completion dates, orders, etc. into the AMANDA system; produce and process letters for permit refunds, rejections, revocations, etc.; respond to and/or re-direct inquiries made to the Building Department's general email account; maintain and keep current the Building Department's website; Using the Amanda system will review applications that are over one (1) year old and draft appropriate letter for manager's signature; act as backup to Cashier and Reception as needed; maintain amiable relations with the public and fellow employees. 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 experience in a computerized office environment utilizing the Microsoft Suite of products (i.e. Word, Outlook);
- Must have a minimum typing proficiency of 50 wpm;
- Must be able to quickly and accurately enter data into a computer terminal with minimal supervision;
- Must have sound knowledge of general office procedures;
- Computer literacy in the AMANDA system is 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.