

JOB DESCRIPTION

POSITION:	DOCUMENT CLERK		
DEPARTMENT:	Planning & Building Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543004
HOURS OF WORK:	33.75	GRADE/CLASS:	0.06
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Inspections/Deputy CBO, this position will perform filing duties including sorting information in chronological and alphabetical order and the retrieval and delivery of property files, plans and other documents; File out cards for files and plans taken from Central Records; Close and purge files; Maintain active and dormant construction plan storage vaults; Answer inquiries regarding files; Utilize a computer based file tracking system to locate and retrieve files and label file folders; Responsible for the management and confidentiality of records in accordance with departmental and corporate requirements; Prepare files and documents for microfilming; Calculate search and duplicating costs and write receipts; Maintain ward map binders; Maintain files of correction orders and dirty back yards; Set up and maintain subdivision and site plan control files; Maintain files of Council meetings; Receive, sort and distribute all mail and plans received in the Building Division; Operate fax machine; Sort received faxes and maintain the paper supply; Post notices and job vacancies; Maintain amiable relations with the public and fellow staff. 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 Office Suite of products (Word, etc);
- Must hold and maintain a current, valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must have a minimum typing speed of 40 wpm;
- Must have sound knowledge of general office procedures and functions;
- Must have proven organizational ability in the maintenance of documents;
- Must have a basic knowledge of street locations in the City of Windsor;
- The physical demands analysis associated with this job indicates a sedentary to light 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.