

JOB DESCRIPTION

POSITION:	SECRETARY TO THE MANAGER OF INSPECTIONS		
DEPARTMENT:	Planning & Building Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543009
HOURS OF WORK:	33.75	GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Inspections/Deputy CBO, this position performs general office duties; receives, analyzes, and processes public inquires; maintains Inspections Division filing; prepares information and Summons for court; creates and updates Prosecutor's court files; orders certified documents for trial; prepares registered mail and processes Inspections Division mail; prepares affidavits for court; enters and accesses information in the Amanda system; types form and original correspondence, reports and other documentation; orders title searches and corporate name searches; schedules appointments and meetings; backup for Communications Clerk; records and communicates messages; maintains 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 plus one (1) year of post-secondary education from a Community College in Office Administration or Ontario Ministry of Education equivalencies; OR
- Must have an Ontario Secondary School Graduation Diploma, or Ontario Ministry of Education equivalency, plus ten (10) full-time years of experience with the Corporation of the City of Windsor in an administrative/ secretarial/ clerical position with the successful completion of all three (3) levels of the Computer Technology Certificate;
- Must have over one (1) year of experience in a computerized office environment using the Microsoft Office Suite of products (particularly Outlook, Word, Excel);
- Must have a minimum typing speed of 50 wpm;
- Familiarity with terminology used in the construction industry considered a definite asset;
- Experience with Amanda system would be considered a definite asset;
- Legal office experience considered an asset;
- General knowledge of the by-laws enforced by the Building Division would be considered a definite 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.