

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>DEVELOPMENT APPLICATIONS CLERK</b>		
<b>DEPARTMENT:</b>	Policy, Gaming, Licensing & By-Law Enforcement	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	350 City Hall Square	<b>JOB CODE:</b>	543036
<b>HOURS PER WEEK:</b>	33.75	<b>GRADE/CLASS:</b>	0.11
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Senior Manager of Policy, Gaming, Licensing & By-Law Enforcement, this position performs clerical duties pertaining to the preparation and processing of Development applications to the Ontario Municipal Board, Ministry of Housing, Ministry of Municipal Affairs and other government agencies in accordance with various provincial acts, municipal policies and ministry guidelines. Receives and processes various applications such as rezoning, zoning objections, plans of subdivisions, condominiums, official plan, community improvement plan etc.; collaborates with the general public, City Departments and various Government Agencies to ensure that all proper documentation is submitted as defined under various government acts and legislation such as Planning Act, Municipal Act By-Laws, etc.; distributes and mails correspondence, notices to agencies within required timelines. Composes and prepares various application forms and templates for notices, correspondence, declarations, affidavits, certificates and interdepartmental letters, etc.; distributes and mails to those required. Compiles and maintains filing systems and records for by-laws, zoning tests, maps official plans, subscriber lists, etc. for up to date reference and follow up purposes. Responds to general and specific inquiries from the public, applicants, City Administration, and various government agencies pertaining to status of applications, appeals, documentation, etc. through written and verbal communication. Operates office equipment (such as photocopiers, computers, fax machine, binding equipment.) Receives payments and prepares receipts for subscription fees, zoning material and searches, maps, by-laws, certification of documents, etc. Maintains subscriber lists and updated zoning documents for sale such as by-laws, maps, etc.; prepares letters for OMB fees, subscription renewal fees, zoning documents, etc. Will provide back up to the Legal Documents clerk as needed. 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 or University in Office or Business 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 within the Corporation of the City of Windsor in an Administrative/Secretarial/Clerical position with successful completion of all three (3) levels of the Computer Technology Certificate;
- Must have over three (3) years of experience working in a computerized office environment utilizing the Microsoft Suite of Products such as Word, Outlook, Excel;
- Must have excellent organizational and multi-tasking capabilities;
- Must be capable of working without close supervision;
- 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.**