

JOB DESCRIPTION

POSITION:	INTERMEDIATE CLERK		
DEPARTMENT:	Operations	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543128
HOURS OF WORK:	33.75	GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Environmental Services, this position will be responsible for a wide variety of clerical duties for the Environmental Control Centre including, but not limited to, the following: responds to numerous public inquiries/complaints by phone, email and in person related to waste disposal, waste diversion and waste collection (garbage, yard waste and recycling); operates a two-way radio communication system; responsible for processing all Environmental Service Requests via 311 which includes scheduling rodent extermination appointments, mailing collection schedules, and dispatching service requests; frequent typing and distribution of memos, letters, forms, Council Reports, miscellaneous correspondence, statistical reports, using Microsoft Word and Excel; inputs data into computer; maintains departmental file system; opens, stamps, records and distributes incoming mail; signs for deliveries and services received; is the department's Phone System Administrator, E-Phone Editor and PubWorks Mailbox Editor; records personnel related items such as sick leave, WSIB, training; is the Primary Contact Person for Corporate Staff Development; is the primary contact person for Rose City Clean Sweep Program, Adopt-a-Street Program, and Rodent Extermination Program; responsible for petty cash; orders supplies as requested; 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 in Office Administration or related field, or Ontario Ministry of Education equivalency; 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 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 utilizing the Microsoft Suite of Products, particularly Outlook, Word, and Excel;
- Must have a typing speed of 50 wpm;
- Must have good communication and organizational skills;
- Must be able to work in an environment with unpleasant odors, sounds and vibrations;
- Must be capable of working with the public in an efficient, helpful and tactful manner;
- 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.