

JOB DESCRIPTION

POSITION:	RECREATION CLERK		
DEPARTMENT:	Recreation & Culture		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543163
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.08

DUTIES:

Reporting to the Manager of Administration, this position will be responsible for providing clerical and secretarial assistance to supervisors and managers in Recreation & Culture, as needed and provide various administrative functions for the Parks, Recreation & Culture and Facilities administrative office. Will take and transcribe minutes during staff/other meetings as required. Assist Recreation & Culture managers and supervisors with processing of CAO reports, Council Reports and other documents including formatting/attaching required appendices, uploading in Livelink, and coordinate the processing and distribution of the documents. Handle central emails for Recreation & Culture including Parkrec email and 311 service requests. Ensure communications regarding weekly on-call supervisors for Parks, Community Centres, Arenas and Active.net are set up and distributed accordingly. Accept payments and process program registrations and facility bookings. Responds to telephone inquiries frequently; maintains office supplies required for the Main Office. Will assist with the procurement of minor furniture needs such as chairs and accessories recommended to be purchased for 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 plus one (1) year of post-secondary education from a Community College or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in a computerized office environment utilizing the Microsoft Suite of Products such as Word and Excel;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must be able to complete typing assignments with a transcriber and a personal computer;
- Must have a minimum typing proficiency of 50 wpm;
- Must be able to work with minimal direction;
- Must possess excellent communication skills;
- The physical demands analysis associated with this job indicates a sedentary level of work.
- Experience in program registration and facility booking considered an asset
- Experience in Livelink and Agenda.net considered an asset.

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.