

JOB DESCRIPTION

POSITION:	FILE CLERK		
DEPARTMENT:	Recreation & Culture	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543166
HOURS OF WORK:	33.75	GRADE/CLASS:	0.08
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Administration, this position will be responsible for co-ordinating the central filing system, including sorting information in chronological and alphabetical order for easy retrieval of files and correspondence. Utilizes a computerized file tracking system to locate and retrieve files. Ensures proper archiving of old files. Distributes council resolution copies. Designs and controls a 'bring forward' file system. Maintains all corporate and departmental forms. Co-ordinates departmental Xeroxing. Responsible for co-ordination and maintenance of the departmental library, and office furniture and equipment inventory. Responds to or re-routes inquiries by phone or at the reception counter from the public. Serves as a back up to the Receptionist. Accepts and processes registrations for recreation programmes. Conducts file searches as required or requested, including written or on line news articles on or affecting the department. Maintains 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 one (1) year of experience in a computerized office environment utilizing the Microsoft Suite of Products such as Word, Excel and Outlook;
- 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 possess excellent communication skills;
- Must be capable of working with minimum supervision;
- Must have a minimum typing speed of 40 wpm;
- Progressively responsible experience in a computerized office environment considered an asset;
- Knowledge and experience with archiving and database filing systems considered an asset;
- The physical demands analysis associated with this job indicates a 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.