

JOB DESCRIPTION

POSITION:	INTERMEDIATE CLERK STENO – CHILDREN’S SERVICES		
DEPARTMENT:	Housing & Children’s Services		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543208
SHIFT WORK REQ’D:	No	GRADE/CLASS:	0.08

DUTIES:
Reporting to the Children’s Services System Supervisor, this position provides clerical support to the Children’s Services System Supervisor and other Children’s Services System management, supervisory and professional staff as required. Frequently uses a personal computer to prepare and process items such as letters, memorandums, reports, forms, etc.; performs general office duties including filing and photocopying; responds to telephone inquiries relative to child care programs, services, and resources for children and families in Windsor/Essex County; processes requisitions, invoices, and bill payments; processes monthly Record Of Attendance submissions from purchase of service operators; responsible for all activities related to informal child care subsidy payments, tracking, and record-keeping; obtains pre-subsidy assessment information from child care subsidy customers; schedules child care subsidy appointments; helps maintain the child care subsidy wait list as required; responds to Children’s Services inquiries. Must maintain amiable relations with co-workers and customers. 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 six (6) months of experience in an office setting using the Microsoft Office Suite of Products including Windows, Word, Excel, and Outlook;
 - Must have neat and legible penmanship;
 - Knowledge of Departmental and Children’s Services Division legislation, policies and procedures would be 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.