

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>JUNIOR CLERK - FILE</b>		
<b>DEPARTMENT:</b>	Employment & Social Services	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543212
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.05
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Supervisor of Administration, this position will perform the filing function in a confidential manner in accordance with Privacy legislation for the Employment & Social Services Department. Duties include: sorting information in chronological and alphabetical order and the retrieval and delivery of client files and correspondence, photocopying of file contents, forwarding files to and from satellite offices, inputting file transfer data to SDMT/SAMS and answering inquiries regarding files. Enters, locates, directs and monitors file movement utilizing the LiveLink program. Responsible for the management of file records in accordance with established retention schedules. Occasionally required to lift file boxes. 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 three (3) months of experience in a general office environment;
- Experience in Records Management Systems and applicable legislation will be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary to medium level of work;
- Must complete a post offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

**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.**