

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>CLERK STENO - PLANNING</b>		
<b>DEPARTMENT:</b>	Planning & Building Services		
<b>LOCATION:</b>	Various	<b>UNION:</b>	C.U.P.E. Local 543
<b>HOURS OF WORK:</b>	33.75	<b>JOB CODE:</b>	543247
<b>SHIFT WORK REQ'D:</b>	No	<b>GRADE/CLASS:</b>	0.08

**DUTIES:**

Reporting to the Manager of Urban Design/Deputy City Planner, this position will perform clerical and related office duties including: typing of site plan control reports, Council Reports, agendas, minutes, by-laws, public notices, correspondence etc.; track the status of site plan control applications in the Amanda system and Excel spreadsheets; attend Site Plan Control Review Committee Meetings; open, close and maintain site plan control files and records statistics; provide back-up coverage as required for the Planning, Heritage & Economic Development Standing Committee (PHEDSC) meetings preparing PHEDSC agendas, notices; attend PHEDSC meetings and assist the Secretary-Treasurer in taking and preparation of PHEDSC minutes, etc. including extracting pertinent data and recommendations from the PHEDSC meeting minutes and forwarding to Council; assist in maintaining an efficient central filing system for Urban Design section; respond to customer inquiries at the counter or on the telephone; provide back-up for customer service to Committee of Adjustment and other Clerk Stenos in the Development Unit; schedule appointments and meetings for Urban Design staff as required; receive and process payments and issue receipts for the Site Plan Control process. 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 recognized Community College in Business or Office Administration, or Ontario Ministry of Education equivalencies; 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 administrative experience in a computerized office environment, preferably in a municipal setting;
- Must have a minimum typing speed of 50 wpm;
- Must have operating knowledge and training in computer systems/programs including Amanda, Microsoft Word and other Microsoft Office Software (e.g. Excel, Outlook and PowerPoint);
- Must have proven communication, organization, time management, customer service and interpersonal skills;
- Must be capable of working in a deadline-driven work environment;
- The physical demands analysis associated with this job indicates a 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.**