

JOB DESCRIPTION

POSITION:	DEVELOPMENT CLERK		
DEPARTMENT:	Development, Projects & Right of Way		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543278
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.09

DUTIES:
Reporting to the Manager of Right of Way, this position will provide clerical/secretarial support for all staff within the Development, Projects and Right-of-Way Division. Duties include, but are not limited to, reception, telephone inquiries, typing various reports and correspondence, minute taking, updating spreadsheets, data entry for accounts payable, updating computerized systems (Amanda, LiveLink, web pages, etc), coordinating meetings and special events; Carrying out functions of Absence Coordinator and maintenance of the Development, Projects and Right-of-Way file system including active and completed/archived records. Will also be responsible for the redirecting and maintenance of all incoming and outgoing mail/courier correspondence; will deliver and pick up various corporate documents/files at other City sites; Will be responsible for monitoring and ordering supplies and maintaining office equipment. 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 using the Microsoft Office Suite of Products particularly Outlook, 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 have a minimum of 50 wpm typing;
 - Must possess excellent communication, organizational and interpersonal skills;
 - Must have initiative and the ability to work with minimal direction;
 - 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.