

Job Posting #:

Job Title: CLERK JUNIOR - BACKUP RECEPTIONIST (BILINGUAL) - 543279

Department: Employment & Social Services

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

DUTIES AND RESPONSIBILITIES:

Reporting to a Supervisor, this position will be responsible for responding to number of telephone calls; screens inquiries; provides Social Assistance information and directs calls to appropriate staff or agencies, occasionally in emergency situations; Provide backup for the Intermediate Receptionist during breaks, lunches, vacations and other absences; Responsible for general office duties in a highly computerized environment including accessing information using Social Assistance Management System (SAMS); Sorts and distributes mail for the team; Prepares envelopes to be mailed and prepares interoffice and couriered mail for shipping; Originates, retrieves, sorts and transfers files, and files documents; Prepares files, marks files (i.e. assignment/overpayment), organizes file room, culls and prepares files to be sent to archive; Processes manual drug cards; Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

Note: Please be advised that the initial job placement for this posting will be at the Leamington location. However, applicants are reminded that management reserves and retains its rights to transfer employees and change their work assignment location at any time.

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 computerized office environment utilizing the Microsoft Office Suite of Products such as Word, Excel and PowerPoint;
- Must be fluently bilingual (French and English);
- Must have a minimum accurate typing speed of 40 wpm;
- Must possess good verbal and written communication skills;
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WORKING CONDITIONS:

Shift Work Req'd: Error! No document variable supplied.

PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a light level of work.

POSTING SPECIFICS:

Who May Apply:

Current employees of the Human Resources Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

In person to the Human Resources Department

Update:

By Human Resources on February 1, 2017.

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.