

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>BYLAW ENFORCEMENT CLERK</b>		
<b>DEPARTMENT:</b>	Policy, Gaming, Licensing & By-Law Enforcement	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	350 City Hall Square	<b>JOB CODE:</b>	543383
<b>HOURS PER WEEK:</b>	33.75	<b>GRADE/CLASS:</b>	0.09
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**  
Reporting to the Manager of By-Law Enforcement, the position will be responsible to provide customer service to the general public which includes answering telephone inquiries relating to the City's regulatory by-laws. The incumbent will be responsible for typing correspondence, minutes, memoranda, etc. for by-law enforcement. Will transcribe minutes for team meetings. Prioritizes and reviews all requests for by-law enforcement and evaluates potential violations occurred before giving request for service. Calculates fees for service invoices and prepares forms for shift premiums, as assigned. Prepares registered mail daily. Responsible for cash float and balancing. Maintains a file system in the by-law enforcement area. 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 in a Business or By-Law Enforcement field, 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 six (6) months of experience in a computerized and customer service office environment utilizing the Microsoft Office Suite of Products, i.e. Word and Excel
  - Must have cash handling experience;
  - Must have good customer service skills and excellent communication skills;
  - Knowledge of the Amanda system would be considered an asset;
  - Knowledge of the City's regulatory by-laws would be considered an asset.
  - The physical demands analysis associated with this job indicates a limited / 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.**