

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>PROGRAM &amp; POLICY CLERK</b>		
<b>DEPARTMENT:</b>	Housing & Children's 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>	543539
<b>SHIFT WORK REQ'D:</b>	No	<b>GRADE/CLASS:</b>	0.07

**DUTIES:**

Reporting to the Supervisor, Program & Policy, this position will provide clerical support to the Manager of Children's Services, the Supervisor of Program and Policy as well as the program and policy team by providing administrative support to all the networks (Inclusion, Ontario Early Years Centers, Professional Development) which includes the scheduling of meetings, minute taking including their distribution and the photo copying of materials. Prepares draft correspondence for distribution to the early learning community. Frequently uses a personal computer to prepare and process items such as letters, memorandums, quarterly reports, statistic forms, processes accounts payable vouchers including travel and business expense vouchers through PeopleSoft. Performs general office duties including filing, photocopying, responding to telephone inquiries relative to programs, services, and resources for children and families in Windsor/Essex County. Compiles and submits request for corporate training and enters all non-corporate training into PeopleSoft for Children's Services Staff. Attendance Clerk for Children's Services Division. Ordering of supplies for professional development and distribution of information to the community electronically and/or by mail. Must maintain amiable relations with co-workers and customers. 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 Community College or University in Office or Business 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 six (6) months of experience in an office setting utilizing the Microsoft Office suite of Products such as Windows, Word, Excel and Outlook;
- 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 will be required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have a minimum typing speed of 40 wpm;
- Must have neat and legible penmanship;
- Should have experience with the PeopleSoft program;
- Knowledge of Departmental and Children's Services Division legislation, policies and procedures would be considered an asset;
- 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.**