

## CITY OF HAMILTON

### COMMUNITY & EMERGENCY SERVICES DEPARTMENT (FIRE OPERATIONS - LOCATION – 177 BAY ST. N.)

#### HES ADMIN/UNIFORM CLERK - CUPE 5167

#### SUMMARY OF DUTIES

Report to the Assistant Deputy Chief for Administration, perform a variety of administrative and support functions for the Mechanical Division under the direction of the Chief Mechanical Officer as well as provide shared support for other divisions within Hamilton Emergency Services as required.

#### GENERAL DUTIES

Word process correspondence, forms, committee reports, agendas, minutes, advertisements, public notices and Media releases.

Prepare correspondence and compile statistics using Word and Excel.

Process, maintain and complete all confidential staff records such as absence reports, vacation, overtime, performance evaluations, accident reports, probationary notices, union notices, confidential employee address and telephone number listings.

Compile and update reports such as monthly statistical and cost statements.

Prepare and design forms as required.

Maintain and provide various necessary forms such as internal applications, employee health benefit forms, direct deposits, job evaluation questionnaires, change of address forms and overtime status reports.

Review and edit correspondence and reports prepared by staff (for content, grammar and spelling, compliance with the corporate standard format and overall appearance).

Attend meetings, take and transcribe minutes.

Input and retrieve data and run available reports as required from a computer-based information system for the purpose of tracking asset inventory and preventative maintenance information for vehicles and equipment which is serviced by the Mechanical Division.

Liaise with other divisions and departments, outside agencies/organizations and the public as required.

Review invoices/statements for accuracy before forwarding for payment.

Co-ordinate, schedule and arrange meetings by booking meeting rooms and arranging audio/visual equipment and refreshments as requested.

Co-ordinate arrangements for staff training and attendance at workshops and conferences as requested.

Receive and answer inquiries by telephone from other divisions and departments. Relay messages as appropriate.

Process all incoming mail by sorting and distributing as appropriate, maintaining confidentiality when necessary to do so.

Maintain office filing system.

Clip relevant articles from newspapers and magazines for circulation and filing.

Send faxes and distribute incoming faxes, photocopy documents.

Order and maintain office supply inventory for Department. Liaise with vendors and ensure charges are applied appropriately.

Assist with the preparation of the office supply budgets.

Pick up and deliver light vehicles between the Mechanical Division and outlying HES facilities or drop off and/or pickup mechanical staff to allow for retrieval of heavy vehicles / fire apparatus from outlying HES facilities.

Perform other duties as assigned which are directly related to the duties of this position.

### **QUALIFICATIONS**

1. Previous business and administrative experience related to duties listed above normally acquired through a combination of education and relevant work experience.
2. Thorough knowledge of business English.
3. Good verbal and written communications skills.
4. Experience in a computerized environment. Working knowledge in Microsoft Office XP (Word, Excel and MS Outlook). Ability to input data at an acceptable speed.
5. Previous experience working with database application.
6. Knowledge of PeopleSoft AP Purchasing Modules and AVANTIS would be considered an asset.
7. Demonstrated ability to prepare correspondence, absence reports and compile statistics.
8. Demonstrated ability to complete forms, verify and process cheque requisitions and maintain records and files.
9. Must possess initiative, good judgement and ability to work independently.
10. Able to work in multiple locations.
11. Must have a valid class "G" Driver's Licence.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**