



## Job Ad

**Ministry:** Ministry of Transportation  
**Division:** Road User Safety  
**Position Title:** OVERSIZE OVERWEIGHT PERMIT CLERK  
**Duration:** 1 Temporary contract/assignment up to 12 months with the possibility of extension  
**Location:** 615 South James Street, Thunder Bay, P7E 6B6, North Region  
**Compensation Group:** OPSEU  
**Salary:** \$21.22 - \$23.92 (MplusM) per hour\*  
**Position Status:** Open  
**Job Code:** 08OAD - Office Administration 08  
**Schedule:** 3.7  
**Category:** Administrative and Support Services  
**Job ID:** 14121

Are you a detail-oriented individual who takes pride in ensuring accuracy in your work? The Ministry of Transportation needs such a person to work in the Thunder Bay office!

In this role, you will be responsible for processing applications for the issuance of over-dimensional permits beyond the limits of the Highway Traffic Act. You will collect and reconcile fees, interpret legislation and policies, and respond to customer enquiries. Your positive attitude and strong work ethic will support positive interactions with both staff and the public.

**Qualifications:** demonstrated interpersonal, communication and customer service skills to deal tactfully and diplomatically with members of the public; proven ability to interpret and apply policies and legislation to relay information to others; demonstrated judgement and problem solving skills and the ability to make recommendations with minimal supervision; proven clerical skills, including the ability to maintain financial records and statistical data and prepare bank deposits; attention to detail and the ability to complete data entry accurately; demonstrated experience working with computers and software applications.

**Posting Date:** Friday, November 07, 2008  
**Closing Date:** Monday, November 24, 2008

Applications must be received by the end of the closing date with the Job ID number quoted.

**Apply online  
or send application to:** Northern Recruitment Centre - Ministry of Government Services  
159 Cedar Street, Suite 404  
Sudbury, Ontario, P3E 6A5  
Fax: (705)564-9165

Only applicants selected for interview will be contacted.  
OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

**The Ontario Public Service is an equal opportunity employer.  
Accommodation will be provided in accordance with the Ontario Human Rights Code.**

\*Indicates that the salary listed includes the maximum plus merit, in accordance with the OPSEU Collective Agreement.