



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Ad

Ministry: Ministry of Community Safety and Correctional Services
Division: Thunder Bay Jail
Position Title: PERSONNEL PAYROLL CLERK
Duration: 1 Permanent
Location: 285 MacDougall Street, Thunder Bay, P7A 2K6, North Region (Restricted to OPS employees living or working within 125 km of work location.)
Compensation Group: OPSEU
Salary: \$22.57 - \$25.52 per hour*
Position Status: Restricted
Job Code: 09OAD - Office Administration 09
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 18456

If you enjoy working closely with co-workers in a team based environment, collaborating with and assisting each other to achieve common work-related goals, meet deadlines, and complete tasks and projects, then this job will be of interest to you. If you want an opportunity to develop a working knowledge of governing human resources directives, policies and procedures related to compensation and benefits, as well as the terms and conditions of employment contained in the collective agreements, this is it!

In this exciting role you will provide a full-range of payroll, benefits and leave management functions to management and staff of the Thunder Bay Jail.

Qualifications: demonstrated knowledge of policies and procedures related to pay and benefits including the ability to apply and interpret relevant legislation, human resources directives and various collective agreements; organizational skills to identify priorities and complete work within strict deadlines; communication skills to respond, report and document requests from staff; interpersonal skills to liaise with staff, manager and other stakeholders while ensuring the highest level of confidentiality; ability to perform arithmetic calculations and maintain a high degree of accuracy and attention to detail; knowledge of computer software programs such as word processing, spreadsheets and other related human resources systems such as the Workforce Information Network (WIN) and CORPAY.

Posting Date: Thursday, June 11, 2009

Closing Date: Thursday, June 25, 2009

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

**Apply online
or send application to:**

Applications are accepted online only. As an equal opportunity employer, the OPS will provide employment accommodation if required. Contact the Regional Recruitment Centre at:
 1-866-333-8491, Ontario, CANADA
 Fax: Faxes are not being accepted at this time

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 the salary listed as per the OPSEU Collective Agreement.