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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 125km of the 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: 21164

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 the full-range of payroll, benefits and leave management functions to management and staff of the Thunder Bay Jail. You will review, prepare and process a variety of human resources and payroll documents, record and verify employee attendance, and ensure new employees are informed of benefits and terms of employment. You will also track detailed human resources information, maintain confidential personnel files, and liaise with human resources and payroll specialists to resolve issues.

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, managers 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.

Please note: Online applications to restricted competitions are not accessible from your home computer; to apply to a restricted competition, please utilize an OPS computer terminal.

Posting Date: Thursday, September 17, 2009

Closing Date: Thursday, October 01, 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.