

## **DATA ENTRY CLERK**

Ministry of Government and Consumer Services  
ServiceOntario - Central Services  
Toronto

6 Temporary - up to 6 months with possible extension  
04OAD - Office Administration 04  
\$21.99 - \$25.41 Per Hour

Open Targeted  
**Job ID: 168472**

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Bring your data entry speed and accuracy to the ServiceOntario's Central Production and Verification Services Branch! We need your skills to input and verify data from a wide variety of documents such as Initial Notices of Change/Form 1, under the Corporations Information Act, into an online system while maintaining a high degree of accuracy during all phases of data input.

The Central Production and Verification Services Branch (CPVSB), Central Services Division accepts, reviews and fulfills corporation registration and information filings, business registration and search related service requests. These requests are received through the mail channel and supports fulfillment of business and personal property security related information and transaction requests received through the electronic, in-person, and telephone channels.

### **Positions Available:**

- **5 temporary vacancies; 36.25 hours per week: up to 6 months with possible extension**
- **1 temporary, part-time vacancy, 29 hours, working 4 days per week: up to 6 months with possible extension**

### **What can I expect to do in this role?**

Working within the Data Entry Unit of the Public Record Operations Department, Central Production and Verification Services Branch, the position is responsible for:

- perform data entry by inputting information from source documents
- follow procedures and key information from a variety of source documents, into the computer system
- verify accuracy by recalling information from a computer and verifying data according to established procedures
- provide support and back up to Group Leader, as required



## **How do I qualify?**

### **Mandatory**

- This position requires typing skills of 50 words per minute and testing will take place prior to interviews.

### **Data Entry and Computer Skills:**

- you have demonstrated alpha/numeric data entry skills to input and verify data from source documents;
- you are proficient with the use of a personal computer, database and email applications (e.g. Outlook)

### **Analytical, Attention to Detail and Problem-Solving Skills:**

- you can verify data and maintain a high degree of accuracy when keying in information to avoid errors;
- you can report on any malfunction of computer software or hardware encountered while keying in information to group leader or manager;
- you can perform searches to confirm information exists prior to entering data

### **Communication and Interpersonal Skills:**

- you have demonstrated interpersonal skills to engage and build effective working relationships with a wide-range of co-workers and internal clients;
- you can follow established procedures and instructions;
- you work well with others and independently

### **Organizational Skills:**

- you have the ability to work accurately in a high volume, fast-paced environment;
- you can ensure documents are secure, do not go missing and prioritized accordingly;
- you have the ability to work under pressure to meet deadlines and handle a heavy workload

**Address:** 393 University Ave, Toronto

**Compensation Group:** Ontario Public Service Employees Union

**Schedule:** 3.7

**Category:** Administrative and Support Services

**Posting Date:** Thursday, September 16, 2021

**Remember:** The deadline to apply is **Friday, October 1, 2021 11:59 pm EDT**. Late applications will not be accepted.

- **OPS Commitment to diversity, inclusion, accessibility, and anti- racism:**

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity



of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](#) and the [OPS Diversity and Inclusion Blueprint](#) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](#). Refer to the application instructions below if you require a disability-related accommodation.

### How to apply:

1. You must apply online by visiting [www.ontario.ca/careers](http://www.ontario.ca/careers). You must enter the job id number in the Job ID search field to locate the job ad.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment Services staff will contact you within 48 hours.

**Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives. All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.**

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an inclusive employer.  
Accommodation is available under the [Ontario Human Rights Code](#).**