

Clerk Typist

Annual Salary \$28,000

Interested candidates can submit their resume and employment application to the HR Dept. on or before September 1, 2017.

Under supervision, performs typing and other related clerical duties requiring working knowledge of department/division rules, regulations and policies. Does related work as required.

Note: The examples of work for these titles are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Examples of Work:

Examines cash and cash processing documents for validity, negotiability and completeness.

Through the mail and over a counter receives payments for taxes, sewer services, fines, and/or other services.

Balances cash register against a predetermined total, such as a list of deposits, and locates and corrects errors.

Totals and balances tax receipts and documents by various types of return and tax class.

Prepares and keeps records.

Operates numbering, time, stamping and dating machines.

Sorts and files cards, letters, forms and other documents.

Gives information according to department regulations in person and by telephone.

Answers telephone and takes messages accurately.

Compares remittances to billing documents to determine appropriate payment categories and to prepare input forms..

Assists in locating and compiling data for reports.

Compiles and tabulates numerical data.

Operates office machines and equipment, including typewriters, computers, copy machines and other machines as required.

Maintains essential records and files.

Organizes assigned clerical, typing and other related work and develops effective work methods.

Reviews, checks and certifies reports, applications and other documents for correctness.

Composes answers to routine letters and prepares other letters in accordance with office routines and regulations.

Receives reviews and adjusts complaints.

Prepares records, requisitions, estimates, statistical information, receiving records and inventories.

Totals cash/checks/money orders received and verifies amount with either register tape, receipts, terminal, and so forth to ensure correct amount received

Totals cash/checks/money orders for bank deposit.

Does typing of a legal, technical, statistical and/or tabular nature requiring the use of judgment in making determinations regarding matters of form and arrangement.

Prepares statistical, financial and other reports.

Requirements:

Two (2) years of experience in clerical work including typing and certified successful completion of a Microsoft Word training program given by a fully accredited institution.

Knowledge and Abilities:

Knowledge of office methods, practices, routines, machines, equipment and of the internal organization after a period of training.

Ability to comprehend established office routines and regulations and apply them to specific cases in accord with established procedures.

Ability to organize assigned clerical, typing and supervisory work and develop effective work methods.

Ability to type accurately and rapidly.

Ability to work cooperatively with associates and supervisors and with that portion of the public interested in or concerned with the work of the office.

Ability to keep records of varied nature and complication.

Ability to use and properly care for office machines and equipment.

Ability to prepare clear, concise and appropriate business documents in accord with office regulations, policies and procedures.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

IT IS THE POLICY OF THE TOWNSHIP OF EDISON TO PROVIDE EQUAL OPPORTUNITY IN ITS EMPLOYMENT ON THE BASIS OF MERIT AND FITNESS AND WITHOUT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, SEX, POLITICAL AFFILIATIONS, NATIONAL ORIGIN, PHYSICAL OR MENTAL HANDICAP, MARITAL STATUS, AGE OR MILITARY SERVICE.