

## **Processing Clerk – Dept of Public Works**

**Annual Salary \$31,000.00**

**Interested candidates can submit their resume and application to  
The Township of Edison HR Department 100 Municipal Blvd. Edison, NJ 08817**

Under direction, participates in the work of a clerical unit engaged in monitoring, editing, and verifying information processed in various computerized or manual systems; does related work and typing 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:**

Sort daily incoming mail

Answer phones / attend counter

Q-Alert daily entries and followup

Check voicemail

Assess and prioritize requests, complaints, and concerns from residents and Township departments before forwarding for resolution.

Receive monthly recycling payments (checks) – copy and file in cash log, submit to finance

Keep track of incoming tonnage reports from various companies and compile for yearend reporting

Process requisitions and purchase orders for the following DPW divisions:

Sanitation  
Streets  
Sewers  
Recycling  
Municipal Garage

This includes:

Type requisition – review for correct contract or quotes as necessary

Keep track of requisition approval status

Attach requisition to purchase orders when received

Mail purchase orders for vendor signature

Keep a current file on pending purchase orders that are awaiting signatures and invoices.

Review invoices when received and ensure it matches with original purchase order  
Check for packing/deliver slips as proof of service or purchase  
When everything is received, sign and submit for Director's signature  
Make copies and submit original purchase orders to finance dept for payment

**Requirements:**

One (1) year as Principal Clerk Typist

For Senior Public Works Processing Clerk promotion, one (1) year as Processing Clerk upon verification of requirements, promotion will take effect the following July 1

For Principal Public Works Processing Clerk promotion, one (1) year as a Senior Processing Clerk upon verification of requirements, promotion will take effect the following July 1

**Knowledge and abilities:**

Knowledge of the basic operation of computer equipment

Knowledge of general office routines and clerical procedures

Ability to analyze data and to reason logically

Ability to communicate date preparation instructions to other 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 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.

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