

**Part Time Processing Clerk Animal Shelter  
Senior- Principal**

**Maximum 19 hours per week - Hourly Rate \$17.03**

**Please submit all resumes and completed job applications to The Township of Edison HR Dept., 100 Municipal Blvd., Edison NJ 08817 on or before August 10, 2017.**

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:

Maintains and updates files, creating new files when necessary and archiving outdated files.

Files various records and documents.

Assists with front desk when needed.

Regulates work flow in accord with operating schedules.

Initiates corrective procedures with data originating units.

Types documents from varied forms of copy.

Performs responsible clerical work concerned with reviewing and modifying information.

According to established procedures, controls adding, deleting, and modifying of input data by processing information forms.

Checks, verifies and proofreads to ensure accurate and timely issuance of data.

Maintains control records of released data.

Assists in the preparation of reports.

Performs associated clerical duties and special assignments.

Organizes assigned work and develops effective work methods.

Processes/Issues cat/dog licenses for current year. Tracks renewals of animal licensing.

Responsible for coordinating/scheduling the Neuter Scooter Program

Answers inquiries regarding ordinances and regulations pertaining to animal control.

Advises animal owners and others of the law and instructs them on practices and procedures required.

Requirements:

One (1) year as a Principal Clerk Typist. .

For Senior Animal Shelter Processing Clerk promotion, one (1) year as a Processing Clerk Upon verification of requirements, promotion will take effect the following July 1.

For Principal 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 data 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 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.

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