

Processing Clerk – Recreation

Annual Salary \$31,000.00

Interested candidates must submit their resume and employment application to the Twp 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 perform 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Maintains and updates files, creating new files when necessary and archiving outdated files.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.

Screens, edits and validates input and output of a processing unit.

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.

Reviews and analyzes internal problem reports and recommends corrective actions.
Resolves informal complaints of employees that are within their jurisdiction, consulting with levels of supervision as appropriate for information to correct unsatisfactory conditions.

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

Answers non-routine inquiries for information originating within and without the purchasing division in accord with agency policy and regulations.

Requirements:

One (1) year as a Principal Clerk Typist and certified, successful completion of “Introduction to Purchasing offered through the State of NJ DCA.

For Senior Processing Clerk promotion, one (1) year as a Processing Clerk and certified, successful completion of eighteen (18) hours of job related Career Building courses as approved by the Human Resources office. 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 and certified successful completion of an additional eighteen (18) hours of job related Career Building courses as approved by the Human Resources office. 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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