

Under the supervision of the Township Manager and/or a higher classified employee, serves as a full or part time level clerical worker, performing a variety of clerical related support tasks in the area of assignment. Positions in this classification require proficiency in word processing, automated data entry and retrieval, account keeping, record keeping and computer/software operation. Activities involve independent judgment, decision making and accuracy in the work product.

Examples of Work

This positions in this classification assigned to the Township Manager Office, serve as the "Cashier", which involves activities such as but not limited to:

- Collects current taxes, special assessments, violation charges and other payments due the Township, prepares receipts, processes bank deposits and balances cash register.
- Searches and checks various records in response to requests for Treasury Tax and Special Assessment information.
- Investigates and collects delinquent personal property taxes, maintaining records of accounts and disburses payments to appropriate personal property tax accounts.
- Posts taxes and special assessment payments, maintains records of various accounts and disburses payments.
- Types a variety of materials such as letters, memos, purchase orders, invoices, requisitions, newsletters, and other similar items.
- Receives telephone calls and assists walk-in visitors. Receives complaints and requests for information or services, collects information from applicants, explains departmental procedures according to well-defined guidelines, or refers them to appropriate personnel.
- Prepares, sorts, processes, and files a variety of forms, applications, documents, and records in accordance with departmental procedures.
- Prepares invoices, requisitions, and receipts. Maintains records and prepares invoices for activities involving intergovernmental contracts.
- Prepares lists, tallies, data summaries, or periodic activity reports.

- Searches for and checks records in response to requests for information, either manually or in computerized databases.
- Maintains a variety of related records for the area of assignment, including daily departmental activities, accounts and payments, and prepares or revises various related reports for township administrative use.
- Operates various pieces of office equipment, such as copiers, recording equipment, calculators, and computer equipment.
- Sorts, and distributes mail.
- Performs a variety of other duties and activities related to special projects or programs, peculiar to the area of assignment.
- Performs various other clerical related tasks in a training capacity, or as workloads, temporary absences or emergencies dictate.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: Possession of a high school diploma or the equivalent with courses in typing, bookkeeping, accounting and computer operations.

Experience: A minimum of one to three years of clerical support account/bookkeeping and office experience or the equivalent.

Special

Requirements: Bondable, the job assignments involve the handling and exchange of money.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

For purposes of Employment Standards, this classification is “Non-Exempt” from the overtime provisions of the Fair Labor Standards Act.