BRAINTREE HUMAN RESOURCES DEPARTMENT

Joseph C. Sullivan, Mayor

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INTERNAL JOB POSTING

JOB TITLE:	Principal Cash Clerk
UNION:	A.F.S.C.M.E.
LOCATION:	Water/Sewer Department – 90 Pond Street
DATE AVAILABLE:	October 1, 2012
SALARY:	S8 - $35,926.80 - $40,531.40

QUALIFICATIONS:

High School diploma with courses in office procedures and three (3) years experience in general clerical and typing/computer work or any equivalent combination of education and experience.

RESPONSIBILTIES:

Please see attached job description for complete details.

POSTING DATES: September 10, 2012 – September 16, 2012

Applicants may submit a bid form, cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

Town of Braintree is an Equal Opportunity Employer

Union: AFSCME
Grade: S-8
Approved by Union:

PRINCIPAL CLERK
Water Department

NATURE OF WORK:

Customer service and typing/computer work requiring technical knowledge of the operations of the department or office to which assigned; related work as required.

SUPERVISION:

Works under the general supervision of the DPW Office Manager with instructions being received primarily on matters of policy.

JOB ENVIRONMENT:

Work is performed in an office setting amid normal conditions with minimum physical effort. Able to lift and carry short distances up to 20 pounds of materials.

ESSENTIAL FUNCTIONS:

(Essential functions or duties listed below are intended only as illustrations of the various types of work that ay be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.)

- Makes frequent contact with the general public in responding to inquiries relating to billing, payments, accounts payable and water/sewer collections.
- Maintains moderately complex computerized financial records.
- Performs departmental bookkeeping functions.
- Records bill payments and creates routine reports utilizing computer system, i.e., word processing, spreadsheets and data base programs.
- Assists the public seeking information or making applications requiring interpretation of departmental policies and regulations.
- Receives complaints and requests personally, by telephone or letter and resolves them or relays them for attention and correction.

- Considerable effort required to detect errors, which could be costly to correct and could adversely affect the work of others.

- Works with other DPW clerical employees.

- Regular and predictable attendance.

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge: Knowledge of current office procedures and office equipment. Thorough knowledge of business English, grammar, spelling and mathematics.

Skills: Demonstrated skills in typing and computer skills beyond basic, defined as ability to utilize standard word processing and database/spreadsheet programs.

Ability: Ability to perform a variety of clerical duties of ascending difficulty with some measure of initiative and independence. Ability to understand and explain policy. Ability to maintain accurate records with great attention to detail.

REQUIRED QUALIFICATIONS:

High School diploma with courses in office procedures and three (3) years experience in general clerical and typing/computer work or any equivalent combination of education and experience.