



VACANCY ANNOUNCEMENT

CLERK TYPIST/PT ASSESSOR'S OFFICE.

19.5 HR Work Week Mon, Tues, Thurs, Fri. – 1:00p.m.-5:00p.m.

Wed. 1:30p.m.- 5:00p.m.

Closing Date: *June 9, 2017 5:00p.m.*

CLERK TYPIST

GENERAL STATEMENT OF DUTIES: Involves a wide variety of clerical tasks in a Town department or office.

SUPERVISION RECEIVED: Works under the direct supervision of the Assessor or a designated supervisor.

SUPERVISION EXERCISED: None

ESSENTIAL JOB FUNCTIONS: Regular & punctual attendance; performs routine typing, word processing, filing and clerical tasks such as preparation and typing of permits, letters, licenses, records, examination material, reports, forms, purchase orders and filing of the same; assists the public both over the counter and by phone; may receive and record various instructions; may be designated "key operator" for one or more office machines; performs related work as required.

OTHER JOB FUNCTIONS: May be required to compose letters; exercises exemption programs related to the Assessor's Office; prices and pro-rates motor vehicles in accordance with CGS and office policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to

sit, talk, hear and perform repetitive tasks with hands, wrists and arms. May be occasionally required to walk; kneel; use hand to operate, finger, handle or feel objects or controls and reach with hands and arms; may be required to perform repetitive motions. May occasionally be required to lift, push or pull up to 20 pounds. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to remember multiple assignments given over long periods of time. Must be able to perform tasks requiring independent knowledge in addition to procedures or instructions.

May be exposed to dust, fluctuations in inside temperature & electro-magnetic radiation as a computer screen.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Must be proficient typist and knowledgeable of varied office procedures; clerical ability; ability to accurately follow written and oral instructions; knowledgeable of office machines; must be able to deal effectively and courteously with the general public; must be able to learn and apply new laws quickly. Must be proficient with computer. Must be honest, tactful and have a neat appearance.

EXPERIENCE AND TRAINING: Graduation from high school or possession of high school equivalency diploma (GED) and one (1) year of office experience or any equivalent combination of education and experience.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position. Revised: 2-1-99

Apply on-line at www.enfield-ct.gov

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application process, please contact the Human Resources Department. EOE/AA/M/F
