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MAYOR

TOWN OF EAST HARTFORD
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DEPARTMENT OF
HUMAN RESOURCES

www.easthartfordct.gov

October 28, 2015

EMPLOYMENT OPPORTUNITY
CSEA INC/SEIU, LOCAL 2001

ACCOUNTS CLERK III
INSPECTION & PERMITS
GRADE 5

There is an employment opportunity for the position of Accounts Clerk III in the Inspection & Permits Department.

Any member of the CSEA INC/SEIU, Local 2001 Bargaining Unit interested in this position should complete the attached Application for Review of Qualifications. Completed application must be returned to the Human Resources Department by 4:30 p.m. November 6, 2015.

Attachments: Job Description and
Application for Review of Qualifications

Please post immediately:10/28/15

Remove: 11/06/15

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TOWN OF EAST HARTFORD

TITLE: Accounts Clerk III

GRADE: 5

DEPARTMENT: Inspections and Permits

DATE: 7/97

POSITION DEFINITION:

Under general supervision of Director of Inspections and Permits, performs clerical and accounting work of some complexity and variety in the functional areas of accounts receivable, accounts payable, payroll, purchasing, cash management, and public contact.

ESSENTIAL JOB FUNCTIONS:

1. Receives oral or written instructions from supervisors.
2. Plans and organizes work according to established or standard office procedures.
3. Prioritizes work within assignment.
4. Records revenue received, including fees and service charges.
5. Prepares transmittal deposit forms.
6. Processes revenue data to Finance Department.
7. Receives and reconciles revenue receipts.
8. Prepares regular summary reports of accounts receivable for supervisor.
9. Produces monthly statistical reports for State.
10. Prepares and reviews department purchase orders, invoices, and related documents for proper account coding, mathematical accuracy, vendor designation, correct prices and discounts, authorized signatures, and other pertinent information.
11. Performs bookkeeping duties for special grants programs.
12. Maintains cross reference billing system for approximately fifteen departmental activities such as building, plumbing, electrical, and heating inspection.
13. Maintains complex records and files.
14. Maintains files of, and reports on, certificates of occupancy.
15. Performs routine typing of forms, correspondence and reports from rough copy.
16. Provides administrative and technical coordination of materials submitted to the department, either in person or by mail, by contractors and other members of the public. Advises these individuals regarding compliance of their plans with zoning and inland waterways regulations, workers' compensation requirements, Fire Marshal notification, and general completeness of submissions. Assists prospective builders and developers to complete all requirements for permits and certificates of occupancy.
17. Receives, logs, screens, and refers messages and complaints to the appropriate location.
18. Relieves Administrative Aide as needed.

ADDITIONAL JOB FUNCTIONS:

1. Schedules Inspectors' appointments as needed.
2. Relieves other office staff as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to make independent judgments based on documents and maps submitted by contractors and other members of the public, and to make effective recommendations to those individuals based on judgments.
2. Ability to apply State, and Federal laws, Town Ordinances, Departmental policies, procedures, rules and regulations to determine necessary action.
3. Ability to type with speed and accuracy.
4. Ability to learn to operate data and word processing.
5. Ability to perform basic mathematical computations.
6. Uses a computer terminal to enter and retrieve information.
7. Must be able to access and process information contained in file records and computer databases.
8. Ability to give clear, concise written and oral instructions and work effectively with staff, superiors and the general public.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

1. Works in office setting subject to continuous interruptions and background noise.
2. Includes exposure to video display terminals on a daily basis.
3. Ability to operate equipment requiring eye and hand coordination.

JOB QUALIFICATIONS:

Requires a high school education, or its equivalent, and at least four years of experience including at least two years of experience in a related financial or technical environment, or,

An Associates Degree in a related field with at least two years of experience including one year of work in a related financial or technical area.

LICENSING REQUIREMENTS:

Not Applicable.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.



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Phone
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APPLICATION FOR REVIEW OF QUALIFICATIONS

POSITION APPLIED FOR		DEPARTMENT	
APPLICANT'S NAME (LAST, FIRST, MIDDLE)			
STREET ADDRESS		CITY/TOWN	STATE/ZIP
TELEPHONE NUMBER (HOME)		TELEPHONE NUMBER (WORK/CONTACT)	
PRESENT JOB TITLE		LENGTH OF TIME IN POSITION	

EDUCATION

List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:

School	Address	Course/Major	Degree/Certificate

Other training or professional licenses, special courses, work training programs, or armed forces training. Give name and location where training was given, certificate, if any, dates attended, subject of training, number of hours weekly, and other details related to the job for which you are applying. List any office equipment you can operate or any licenses or state certification you have that would be relevant to the position applied for (attach a separate sheet if necessary):

I certify that the statements made by me on this application are true, complete and correct to the best of my knowledge. I understand that any falsification of facts will subject me to disqualification or dismissal.

Signature: _____

Date: _____

TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT	DATE OF HIRE	
	SENIORITY DATE	
	GRADE/STEP	