

INTERNAL JOB POSTING

TOWN OF WALLINGFORD EMPLOYEES ONLY

Current full -time Classified Service
Town of Wallingford Employees Only

JOB OPENING NOTICE – HEALTH DEPARTMENT

SENIOR CLERK

\$23.72 - \$28.28

(Hourly)

There is (1) one opening for a Senior Clerk at the Health Department. The duties and requirements are indicated in the job description on the reverse side of this posting.

Current full-time Classified Service Town of Wallingford employees in the Town, Utilities and Board of Education who possess the minimum qualifications and wish to apply for this position may do so by submitting an up-dated application form on or before 5:00 P.M. on Thursday, July 20, 2022.



James R. Hutt, Jr.
Human Resources Director

PLEASE RETURN APPLICATIONS TO:

TOWN HALL
HUMAN RESOURCES DEPARTMENT
ROOM 301
45 SOUTH MAIN STREET
WALLINGFORD, CT 06492

PLEASE RETURN BY: THURSDAY, JULY 20, 2022 - BEFORE 5:00 P.M.

Employees who fail to submit an updated application form for this opening will not have their names considered further in the selection process. Absolutely no exceptions will be made to this requirement.

POSTING DATE:

Monday, July 10, 2023

Town of Wallingford
Department of Personnel

SENIOR CLERK

General Statement of Duties:

Employees in this position perform all or any of a variety of responsible clerical duties and usually supervise others performing related duties; the work involved is usually complex in nature, requiring a high degree of accuracy and considerable ability to assume responsibility and to exercise independent judgment in the performance of assigned duties, some of which may be of a confidential nature; performs all duties related to general area of assignment.

Examples of Duties:

Maintains record systems; prepares material for and assists in preparation of reports; issues and records licenses, permits, cash receipts; keeps time, cost and personnel records, including attendance and payroll data; prepares form letters, bills, statements and other office forms; prepares budget estimates, material and equipment requisitions; receives and checks deliveries against requisitions; may train and supervise other workers engaged in clerical functions; may act for department head in handling minor administrative functions; may operate office machines, including typewriter, calculator, billing and bookkeeping machines; may adjust complaints and other public relation matters pertaining to department business; does related work as required.

Supervision Received:

Works under direction of department head, chief clerk or other designated supervisor.

Supervision Exercised:

As required, supervising clerical or other workers as assigned.

Required Qualifications: Knowledge, Skill and Ability:

A thorough knowledge of office procedures; ability to operate or become proficient in operation of office machines; ability to type accurately; ability to maintain complex record systems and prepare comprehensive reports; ability at clear and concise written and oral expression; considerable ability to understand complex written and oral instructions; ability to maintain effective working relationships and to deal courteously with associates and the public; ability to assign and supervise the work of others and to analyze work problems and prescribe remedial action; ability to make arithmetical calculations with speed and accuracy.

Required Experience and Training:

Graduation from business or high school, with courses in typing and business practices plus four (4) years of experience in responsible office work: or an equivalent of above experience and training.