

## Job Description (PW/WPCA)

<b>Job title</b>	<i>Clerical Clerk</i>
<b>Reports to</b>	<i>Street Commissioner/Finance Director</i>
<b>Job Type</b>	<i>Full-time, hourly, non-exempt City Hall bargaining unit position</i>
<b>Location</b>	<i>Derby, CT</i>
<b>Department</b>	<i>Public Works</i>

### Job purpose

Under the direct supervision of the Derby Street Commissioner, the Clerical Clerk performs administrative and clerical duties to assist in the execution of the various functions of a combination of the Department of Public Works, the Water Pollution Control Authority and with some responsibilities to the Finance Department. Strong focus on Accounts Payable and Receivable transactions for Public Works and WPCA departments. Processes Requisitions, Purchase Orders and monitors budget spending. Collects and tallies payroll records and creates reports for submission for payroll processing. Interfaces with residents with regard to City street or City property complaints/issues and communicates via dispatch to crew members.

### Essential duties and responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all the duties performed within the position and incumbents may expect to perform other related, similar duties.

- Coordinates and submits payroll for City departments of Public Works and WPCA employees. Communicates with City Finance Department in a timely manner meeting payroll deadlines.
- Prepares and records bank information as needed
- Reviews, processes and reconciles all aspects of requisitions, purchases and payables
- Timely, weekly processing and administration of all payroll information to the City finance department
- Tracks all employee sick, vacation and personal time off for Public Works and WPCA employees
- Reviews requisition orders for accuracy and completion and then processes such
- Prepares, reviews, prints and posts batches of purchase orders
- Presents purchase orders for signature by the department head and the Finance Committee
- Enters purchase orders for payment, runs reports and posts such reports
- Answers the telephone in a courteous manner and works to assist residents and employees with requests for information
- Greets residents with respect and works to assist in providing good information to promote a better understanding of the City processes as it relates to Public Works and WPCA
- Responds to vendors, department heads and other inquiries as needed
- Performs other related duties as assigned by the Department Director


### Minimum Qualifications

Graduation from high school or equivalent and at least three (3) years relevant experience. Working with financial software is a plus. Excellent customer services skills and experience are required. Must have familiarity with the City of Derby streets and property locations. A 35-hour work week is required with no overtime and no snowstorm coverage required.

**Required Knowledge, Skills and Abilities**

- Proficiency with Microsoft Office Suite, Windows, Adobe
- Experience working with financial management software (e.g., GEMS, MUNIS, Quality Data, etc.)
- Experience working with standard office equipment (copy machines, etc.)
- Ability to work cooperatively with co-workers, supervisors and the general public
- Ability to communicate effectively, both orally and in writing
- Ability to make accurate mathematical calculations
- Attention to detail and timeliness
- Familiarity with standard accounting practices

\*\*This job description is only subject to change with expressed mutual agreement between the City and the Union

Approved by:	
Date approved:	5/16/2024.