

CITY OF DERBY

JOB POSTING

Position: Revenue Clerk
Department: WPCA and Tax, reports to WPCA Coordinator and Tax Collector
Classification: Hourly, Non-exempt
Full/Part-Time: Part-Time (20 hours/week)
Schedule: Monday through Thursday 11:00am-3:00pm
and Friday 8:30am-12:30pm
Rate of Pay: Per City Hall Employees Contract (Local 1303-259)
Current: \$18.63/hour
Closing date:

Job posting:

The City of Derby is seeking a part-time employee to support the WPCA Coordinator and the City Tax Collector in the daily operations of their respective departments and to perform all duties and responsibilities related to revenue collection. The Revenue Clerk must have exemplary customer service skills and will exhibit professionalism with City Hall, residents, personnel, and others. A full list of required duties can be found in the attached job description.

Minimum Qualifications:

Graduation from high school or equivalent and prior background in an office setting with computer operation and typing. Bookkeeping experience and experience working with financial software is a plus.

Physical requirements:

- Ability to remain in a stationary position, often standing or sitting for prolonged periods of time.
- Ability to bend, stretch, reach, crouch, and twist. Must be able to file, carry and sort documents and perform necessary movements to move files, documents, and books.
- Ability to work in a setting subject to many interruptions and background noises.
- Ability to lift up to 25 lbs. occasionally.

Conditions of Employment:

Must pass drug test and criminal background check.

This position is subject to a probationary period of sixty (60) working days.

A copy of the full job description is attached.

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An employment application may be obtained by visiting the City of Derby website at <https://www.derbyct.gov/EmploymentOpportunities> or by contacting Franny Pepe at fpepe@derbyct.gov or at 203-736-1450 ext. 1221.

Please send completed applications to:
Mrs. Frances Pepe
Administrative Assistant to the Mayor
1 Elizabeth Street
Derby, CT 06418

The City of Derby is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

Date Posted: 8/31/2022

Job Description

Revenue Clerk

Job title	<i>Revenue Clerk</i>
Reports to	<i>WPCA Coordinator and Tax Collector</i>
Job Type	<i>Part-time, hourly, non-exempt City Hall bargaining unit position</i>
Location	<i>Derby, CT</i>
Department	<i>WPCA and Tax</i>

Job purpose

Under the supervision of the WPCA Coordinator and Tax Collector, receives, reviews and enters payments into the computer. Prepares delinquent statements, invoices, requisitions, deposits and performs other clerical duties as assigned.

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 duties performed within the position, and incumbents may expect to perform other related, similar duties. This position is contemplated to support the WPCA more frequently than the Tax Department (2/3 to 1/3 respectively). During heavy collection season for taxes, the position will shift focus to supporting the Tax Department.

During the period of time where tax bills are created and sent out, payments are collected, and reissued bills are generated (generally January and July), the primary work of the Revenue Clerk will focus on Tax Collection duties. During the period of time where sewer bills are created and sent out, payments are collected, and reissued bills are generated (generally March and September), the primary work of the Revenue Clerk will focus on WPCA duties.

Coverage as necessary by the Revenue Clerk for office duties during vacations, paid time off, and lunches for other departmental staff is also a requirement.

Primary Duties for WPCA:

- Accounts Payable
 - Complete requisitions and receive signed authorization for payments
 - Copy and file completed requisitions and purchase orders
 - Process utility bills and maintain logs with current balances
 - Monitor and track past due balances and credits
 - Work with vendors to reduce or remove late fees
 - Coordinate budget transfers with Superintendent and WPCA Coordinator
 - CTDEEP reimbursement expense
- Open mail, process accounts receivable payments, send out delinquent notices and post partial payments to accounts
- Enter daily receipts into the computer
- Process address changes

- Prepare bank deposits and balance cash to receipts
- On a monthly basis, sort liens and lien releases and notify Town Clerk of lien releases
- Process transfers and provide notification thereof to homeowners
- File delinquencies and provide notification to customers, calculate past-due fees, summarize account maintenance
- Assist attorneys, title searchers and others as needed
- Input attorney codes in delinquent accounts
- Perform other duties as assigned

Primary Duties for Tax Department:

- Enter tax bills into computer system, apply payments to taxpayer accounts, assist with bank codes
- Prepare and distribute notices and letters
- Interface with the Department of Motor Vehicles
- Type tax warrants, letters and forms as required
- Respond to Taxpayer inquiries and complaints
- Post to the rate book and taxpayer's accounts
- Remain up to date on CT state statutes related to tax collection & related procedures



Minimum Qualifications

- Graduation from high school or equivalent and prior background in an office setting with computer operation and typing. Bookkeeping experience and experience working with financial software is a plus.

Required Knowledge, Skills, and Abilities

- Proficiency with Microsoft Office Suite and Windows
- 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
- Ability to handle checks, cash and credit card transactions and make bank deposits responsibly
- Ability to process and file liens, lien releases, transfers correctly
- Attention to detail and timeliness

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

Approved by:	 Richard Dziekan, Mayor City of Derby	 Angela Fenton President, Local 1303-259
Date approved:	8/18/2022	8/18/2022