

**CITY OF DERBY
JOB POSTING**

Position: Revenue Clerk
Department: WPCA and Tax, reports to WPCA Coordinator and Tax Collector
Classification: Non-exempt
Full/Part-Time: Part-Time (29 hours/week)
Schedule: Monday-Wednesday 8:30am-2:30 pm Thursday 8:30am-3:30 pm and Friday 8:30am-12:30 pm
Rate of Pay: Per City Hall Employees Contract (Local 1303-259)
Current: \$18.22/hour
Closing date: July 16, 2021

Job posting:

The City of Derby is seeking a part-time employee to support the WPCA Coordinator and the Tax Collector in the daily operations of their respective departments and to perform all duties and responsibilities related to revenue collection. The Revenue Clerk has exemplary customer service skills and exhibits professionalism with City Hall patrons, 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
- Ability to bend, reach and perform other necessary movements to place documents in file cabinets
- Ability to work in a setting subject to continuous interruptions and background noises
- Ability to lift up to twenty-five (25) pounds 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.

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

Please send completed applications to:
Ms. Pam Gagliardi – pgagliardi@derbyct.gov

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: June 25, 2021

Job Description

Job title	<i>Revenue Clerk</i>
Reports to	<i>WPCA Coordinator and Tax Collector</i>
Job Type	<i>Part-time, 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.

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, apply payments to taxpayer's 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, Abilities and Skills

- 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 responsibly handle check, cash and credit card transactions and make bank deposits
- Ability to correctly process and file liens, lien releases, transfers
- Attention to detail and timeliness