

CITY OF BERLIN, NEW HAMPSHIRE
Part Time
Accounting/Clerk/Secretary

The Berlin Public Works Department is accepting written applications for the part time position of Accounting/Clerk/Secretary. Applications should include a cover letter and resume. The position is responsible for the basic bookkeeping and secretarial functions of the Department. The successful candidate will be skilled in the use of word processing as well as experienced in basic bookkeeping and payroll functions including skill in the use of Excel spreadsheets. The successful candidate must be skilled at dealing effectively with the public on a regular basis by phone and in person.

Must have a high school diploma supplemented with specialized training in secretarial skills and two years experience in similar secretarial responsibilities or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Application dead line: Friday November 17, 2009
Pay Rate: \$11.51 per hour (20 hours per week)

Application form: http://berlinnh.gov/Pages/BerlinNH_Manager/APP
Job Description (listed below) or may be obtained at: 168 Main Street, Berlin

Questions regarding the position should be directed to:

Michael P. Perreault, Public Works Director, City Hall
168 Main Street, Berlin, NH 03570
Phone: 603-752-8551
Fax: 603-752-8550

Equal Opportunity Employer

CITY OF BERLIN

Job Description

Department: Public Works, Engineering, Pollution Control

Position: Secretary/Clerk

Date: November 2, 2009

Job Summary

Performs highly responsible work and administrative support duties for the City Public Works Director/ Engineer/and Waste Water Treatment Superintendent. 20 hours per week.

Supervision Received

Work under the general supervision of the Public Works Director who outlines departmental policy, make work assignments, and evaluate work. Performs duties with a high degree of independence, exercising correct considerable judgment and tact in answering inquiries and determining correct courses of action, and matters warranting department head's attention.

Example of Duties

Receives telephone calls and visitors to the department. Screens for nature of business and refers to the appropriate department head or other employee when necessary, or answer inquires based on personal substantial knowledge of department operations. Coordinate with appropriate staff for response to questions or complaints regarding sewer maintenance, garbage collection, snow removal, etc...

Type a variety of correspondence, memoranda, forms and reports rough drafts. Proofs and edits same to insure correct spelling, grammar and punctuation. Computer knowledge in Microsoft Word and Excel.

Schedule appointments and meetings for appropriate staff members.

Maintain department filing system; maintain reference files of correspondence, memoranda, purchase orders, invoices, receipts, permits, drawing, project files, and a verity of other materials.

Sort stamp and distributes all mail received.

Prepares and maintains weekly union payroll records and requests; individual labor reports for each employee; vacation and sick leave records; calculate and post straight and overtime hours, and wages; and develops work distribution summaries.

Prepares and maintains department expenditure ledgers, develops and processes vouchers and maintains a voucher summary. Tracks open purchase orders and prepares annual segregated funds requirements.

Answers questions from the general public related to sewer billing procedures and policies.

Collects fees for street permits, sewer connection permits, driveway opening permits. Explains policies and procedures to insure timely responses. Prepares initial cost estimates when necessary and develops a monthly billing or refunds for each permit. Prepares and maintains a ledger for all permit fees. Prepares and maintains ledgers of fuel oil deliveries and contract quantities remaining for every City department include schools. Calculates cost for each department and prepares appropriate vouchers to transfer funds. Contacts fuel contractor when required to resolve problems and coordinate deliveries. Prepares invoices and maintains ledgers for monthly fees from Waster Water Treatment Plant lab analysis of wastewater effluents for surrounding communities. Order office supplies and minor equipment for the departments. When required, assumes the duties of the Executive Secretary for the City Manager in the absence of the Manager's regular secretary. As required perform all other tasks as directed by the Public Works Director.

Minimum Qualifications Required

Must have a high school diploma supplemented with specialized training in secretarial skills and two years experience in similar responsible secretarial work or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.