



TOWN OF WOLCOTT

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Office of the Mayor

11/12/2020

JOB POSTING

UNION – UPSEU – WOLCOTT TH/DISPATCHERS/ACO EMPLOYEES-LOCAL 424- UNIT 58

POSTION: Administrative Secretary Sewer, Water & Public Works Department

(see attached job description)

Hours: 35 hours per week

Monday – Thursday 7am-3pm (45-minute lunch break) Friday 7am-1pm

Hourly rate: \$26.84

Please apply to: Amy Desaulniers, Personnel adesaulniers@wolcottct.org by 11/18/2020

**Town of Wolcott, Connecticut
Job Description**

Position Title:	Administrative Secretary		
Department	Sewer, Water and Public Works Department	Date:	October 1, 2015
Reports to:	Sewer and Water Administrator, Public Works Director	FLSA Status	Nonexempt

Statement of Duties: The employee is responsible for providing customer service and clerical support to the Sewer, Water and Public Works Department. Work includes updating and maintaining department records, reviewing and processing information, and assisting the public with inquiries. Employee is required to perform all similar or related duties. This work schedule for this position represents a ~~40~~ **35-Hour work week.**

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Perform a variety of clerical duties for the department including, but not limited to: making copies, filing, screening and directing telephone calls, operating office equipment, sorting and distributing mail.
2. Acts as secretary and performs administrative tasks for the Sewer and Water Commission including compilation and coordination data for action by superiors, organization and preparation of correspondence, reports and annual reports for the Commission as required,
3. Takes appropriate action on routine matters as directed.
4. Establishes and maintains agenda for the Sewer and Water Commission that denotes business to be conducted and actions necessary within guidelines of State Freedom of Information regulations regarding posting of notices and agendas prior to any and all meetings and public hearings.
5. Preparation, drafting and publication of all required legal notices according to State and local guidelines and restrictions for all public hearings.
6. Records proceedings at regular, special meetings and public hearings, transcribes, prepares and distributes minutes.

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7. Establishes and maintains filing systems within state record keeping requirements
8. Record current changes in property transactions on assessment cards; review all information and make necessary corrections and deletions on individual accounts before releasing for sewer usage fees and charges. Update Assessor's maps with changes and corrections.
9. Prepare reports for any receivables due the Sewer Department for all billable services.
10. Calculate, prepare and forward sewer and water usage bills, all sewer and water hook-up charges, and cross connection charges as required to sewer and water customers.
11. Maintain accurate and up to date records for all water customer accounts. (i.e. quarterly comparison records, monthly water test results and cross connection records).
12. Record and maintain State required reports pertaining to all phases of Water Department as needed.
13. Acts as Commission Secretary to the Sewer and Water Commission, attending meetings, taking and transcribing minutes and all other items related to this position.
14. Review and process Gas Boy reports.
15. Rectify problem with fuel keys Assign new fuel keys.
16. Investigate court ordered restitution.
17. Sort, review, and process mail accordingly.
18. Prepare purchase orders.
19. Review and verify bills for payment and assign proper account numbers.
20. Prepare In-Kind Service Reports.
21. Maintain records for complaints/requests received.
22. Maintain record journal of jobs performed by Public Works.

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23. .Diary and order fuel.
24. Assist with making of arrangements for emptying canisters at Recycling Center as necessary and assigned.
25. Complete Cutback/Emulsified Asphalt Reporting forms for DEP.
26. Submit Peterson Park Water Quality Reports to State DPH
27. Process Employee Injury Reports.
28. Print financial reports as needed off IFIPS Program.
29. Payroll reporting and record keeping.
30. Performs related work as required.

Recommended Minimum Qualifications:

Education and Experience: Must have a High School diploma or equivalent and one to three (1-3) years of experience in customer service, bookkeeping and clerical work; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job in the sole determination of the Town.

Special Requirements: There are no special requirements for this position.

Knowledge, Abilities and Skills Required:

Knowledge: Working knowledge of department operations, use of department computer programs and equipment including use of the Internet, Office software (word processing, spread sheet applications and database management) in support of department operations, and knowledge of effective customer service practices. Working knowledge of billing and bookkeeping processes.

Abilities: Ability to interact appropriately with the public to respond to inquiries and requests. Ability to understand complex directions and to plan and prioritize tasks. Ability to access the internet to obtain information in support of department operations. Ability to handle money, checks and credit transactions.

Skills: Proficient customer service skills. Skill in paying careful attention to detail, clerical work, and performing duties in timely manner. Proficient written and oral communication skills.