



SENIOR CLERK TYPIST

The Town of Stratford is currently accepting applications for the position of Senior Clerk Typist in the Public Works Department.

JOB DESCRIPTION: SENIOR CLERK TYPIST

GENERAL DESCRIPTION:

This is responsible office clerical and typing work performing varied general office and typing assignments.

Work involves responsibility for performing skilled typing of varied types of material and for carrying out general and somewhat specialized office procedures. Duties include typing, filing, receptionist, telephone answering, accounts posting, forms processing and other related activities that require some knowledge and experience in the operations of the department. This position is also invested with making difficult clerical decisions. The work requires that the employee have good knowledge, skill and ability in standard clerical functions and office management procedures. May require some knowledge of switchboard operation.

SUPERVISION RECEIVED:

Work is performed under the general supervision of a professional or senior clerical staff.

EXAMPLES OF DUTIES:

- Performs clerical work of an organization unit involving moderately complex clerical procedures requiring the exercise of judgement and making decisions within the limits of standard procedures and general instructions.
- Serves as an information clerk, directing callers to proper persons and providing information regarding the functions and operations of the department.
- Maintains records and files of a moderately complex nature requiring technical knowledge of departmental operations.
- Interprets and applies departmental rules, policies and regulations in accordance with prescribed standards.
- Types letters, memoranda, reports, index cards, statistical tabulations and other material, often requiring compiling data, from copy or rough draft.
- Processes applications, forms, permits, licenses and related material by checking for completeness and conformance to standard requirements.
- Compiles, collates and distributes copies of forms and records according to predetermined system.
- Operates a wide variety of standard office machines and may input or access data using a CRT unit; may operate a switchboard.



- Makes billing calculations and operates a calculator and cash register for the handling of funds for licenses and permits; balances out cash drawer; handles and receipts cash as necessary.
- Composes routine correspondence from marginal notes or verbal instructions.
- Opens and distributes mail.
- Performs related work as required.

KNOWLEDGE, SKILL AND ABILITIES:

- Good knowledge of modern office procedures, practices and equipment, including a CRT unit.
- Good knowledge of departmental programs, policies and operations, as applied to work performed.
- Good skill in typing at the net rate of 40 words per minutes.
- Considerable ability to communicate effectively orally and in writing.
- Considerable ability to understand and follow written and oral instructions.
- Good ability to make work decisions in accordance with rules, regulations and departmental policies and procedures.
- Good ability to maintain clerical records of some complexity and to prepare reports from such records.
- Good ability to compose simple correspondence and reports.
- Considerable ability to establish and maintain effective working relationships with superiors, associates and the general public.

QUALIFICATIONS:

Graduation from high school, or the equivalent, including or supplemented by course in business practices and typing, plus two years of varied office clerical work experience requiring skilled typing, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for one year of education.

SPECIAL REQUIREMENTS:

None.

Applications can be found at www.townofstratford.com/humanresources and should be submitted to the following:

Town of Stratford
Human Resources Department
Stratford Town Hall
2725 Main Street, Stratford, CT 06615

Posted August 5, 2022