

**POSITION:**

Refuse Clerk

**PURPOSE:**

The main focus of this position is clerical and financial in nature. Must perform routine work related to refuse department and code enforcement. Process all parking ticket payments, issue parking permits, and issue meter hoods as approved. Answer calls each day which will include requests for general information. Communicate with the Borough and Refuse Crews. Complete recreation agreements, special event applications, sidewalk, excavation, driveway/curb cut, and solicitation permits. Balance monthly bank accounts. Assist other office personnel as needed. Assist with payroll and accounts payable duties, when necessary, but not on a regular basis.

For a Refuse Clerk to be considered for promotion to an Accounting Clerk I (Refuse Clerk) position, they must have the capability to assume payroll and accounts payable duties with little assistance from management or other staff (when necessary, but not on a regular basis). The person must also be proficient with the Borough's accounting software package and have competence in all aspects of the Refuse Clerk duties.

**AUTHORITY:**

Report to the Borough Secretary (and Borough Manager as needed)

**RESPONSIBILITIES AND DUTIES:**

1. **Refuse-** Maintain records for refuse accounts, including updating lists of property owners and services received, preparing bills and related reports. Enter payments and prepare deposits for banking and wait on customers. Prepare Discontinuation of Service/Resumption of Service Forms and track the same. Prepare notices for past due accounts. Prepare list of past due accounts for lien placement and send to Borough Solicitor. Review refuse disposal liens and calculate payoff figures when requested. Communicate regularly with Disposal Crew. Prepare special pickup item sheets for distribution to Refuse Disposal Crew and input same into computer system. Keep running total of all special pickups and proof with account balance on computer. Prepare handwritten bills as required for collection of special pickup items. Prepare quarterly newsletter for inclusion with the refuse invoice mailing.
2. **Parking** – Accept payment on meter and parking violation tickets. Issue meter hoods and/or no parking signs and log. Answer parking related questions and act as first point of contact for parking related complaints. Issue parking permits and process payment for the same. Assist Parking Meter Clerk with timing and certification of meters according to state

regulations and as needed in office.

3. **Code Enforcement** – Receive code violation tickets from Borough or Code Enforcement and record. Send violations directly to property owners if applicable. Send nonpayment notice to property owners. Notify Central Keystone Council of Governments or other designated agency of ticket delinquencies so they can withhold permits.
4. **Permits** – Process applications for sidewalk, excavation, driveway/curb cut permits. Assess all applicable fees and receive payments. Receive Solicitation Permit applications, run background check through the police department. Issue or deny permit. Assess fees and receive payments.
5. **Special Events** – Process recreation agreements and special event applications. Reserve Park locations. Communicate with police and fire departments or other organizations for approvals and compliance with regulations. Determine necessary services and equipment needs. Assess fees for the same.
6. **Other** – Assume basic duties of Accounting Clerk I/II (Payroll/Accounts Payable) when necessary. Process bi-weekly payroll and bi-weekly account payables in their absence.
7. **Other** - Perform other duties as assigned by the Borough Secretary or Borough Manager.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Minimum Education** – High School degree or GED with technical training on computer skills and secretarial/office procedures.

**Preferred Education** – Two (2) year college degree or specialized post-high school education/training focused on business/office support.

**Minimum Experience** – Two (2) years working in a similar position with similar responsibilities.

**Preferred Experience** – Two (2) years working for a local municipal government or similar governmental entity in a similar position with similar responsibilities or five (5) years working in the private sector in a similar position with similar responsibilities.

**Physical Condition** - Excellent. Must be able to lift twenty (20 lbs.). Must be able to handle a fast paced, high stress office work environment. Must be able to sit for long periods of time. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand or sit, move, talk, and hear. The employee is regularly required to sit, climb or balance; stoop, kneel, crouch or crawl, and smell.
2. The employee must routinely lift up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**License** – Possession of a valid Pennsylvania Driver's License shall be required.

**Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee regularly works in an office environment. The employee regularly works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles.
2. The noise level of the work environment is usually moderate.

**Special Skills** - Accurate mathematical and reading skills. Understanding a variety of computer programs and being able to communicate with computer consultants regarding required computer needs. Experience with Microsoft Office software. Must be able to operate office equipment, including, but not limited to phone, typewriter, computer, fax, copier, and radio. Strong attention to detail. Must keep accurate, detailed records and have a high level of accuracy with regards to data input. Meet the public daily, often in an adversarial or unpleasant condition. Possess tact, patience and a pleasant disposition in handling public relations.