

JOB ANNOUNCEMENT

The City of Norwich announces a closed promotional and an open examination to fill a vacancy and establish an eligibility list for the following classification:

12772 - REVENUE COLLECTION CLERK BILINGUAL

Finance Department

Open Until: November 27, 2017 at 04:30 PM EST

Rate of Pay: \$40,046.23 - \$43,528.52



General Description

This is responsible clerical work involving the collection of municipal revenues. Work involves responsibility for satisfying inquiries of taxpayers and other interested parties on tax related matters, for maintaining tax records on a current basis and for collecting tax payments. Duties include receiving tax payments in person and through the mail, responding to taxpayer inquiries, operating a cash register and inputting tax collection related information into the computer. This position also has the responsibility for making routine tax collection clerical decisions. The work requires that the employee have good knowledge, skill and ability in standard clerical functions, tax collection practices and principles, data entry and public contact.

Qualifications

A high school diploma and course work in business practices and data entry plus three years' experience in cashier or office clerical work including extensive public contact or an equivalent combination of experience and training, which provides a demonstrated ability to perform the duties of the position. Must be bilingual Spanish, Haitian Creole, Cantonese, or Mandarin.

Important Information

In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement.

There is a City of Norwich residency requirement. You must reside within the State of Connecticut, 60 miles from Norwich within one year of appointment.

The complete job description is available online.

Examination will consist of 100% written.

*To apply visit our website at www.norwichct.org/hr.
For questions or additional information, call (860) 823-3836.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER*

11/3/2017