

**EMPLOYEE NOTICE
JOB POSTING & JOB DESCRIPTION**

JOB TITLE: Account Clerk I
SALARY: \$35,812 - \$73,257
Range #: 6
DEPARTMENT: Public Works
Reports to: Public Works Director

Job Description: Under supervision, perform a vast variety of bookkeeping and clerical duties both routine and non-routine for any of the departmental operations which include Animal Control, Buildings & Grounds, Vehicle Maintenance, Recycling and Roads.

Essential Duties and Responsibilities:

- Filing including plan reviews.
- Greet/direct visitors.
- Maintain accurate vendor files and bookkeeping ledgers.
- Maintain communication by radio.
- Maintain markout files and contact markout company.
- Maintain solid waste log and report to company.
- Order office supplies.
- Pick up and delivery of internal mail.
- Prepare and maintain vendor files and divisional reports.
- Process purchase order requisitions through automated system.
- Provide switchboard relief as needed.
- Screen and route resident inquiries - heavy volume.
- Upon receipt of merchandise, process invoices for payment.
- Substitute for other clerical staff during absences.
- Perform other related duties as may be required.

Equipment Used:

PC	Adding Machine	Portable radio
Photocopier	Fax Machine	

Required Knowledge, Skills and Abilities:

- Maintain a courteous manner with public.
- Maintain accuracy with computations and postings.
- Maintain effective working relationship with all employees.
- Ability to work in a busy, hectic atmosphere.
- Perform and maintain accuracy with assigned work during constant interruptions by visitors, employees and heavy phone volume.
- Read, write and understand English.
- Understand and carry out oral and written directions.
- Hearing and visual acuity essential.

Minimum Requirements and Qualifications:

- High school degree or GED equivalent required.
- Training or experience in bookkeeping and clerical skills.
- Computer experience required.

AFSCME Union

Candidates interested in applying for this position should apply on-line through the Township website.

South Brunswick is an Equal Opportunity Employer - EOE/ADA.