

The Town of New Milford is hiring! We are currently accepting applications for Office Staff II with the New Milford Sewer Commission. Qualified and interested candidates must complete a Town of New Milford employment application and send it along with a resume, cover letter, and 3 professional references to:

Personnel@newmilford.org. Applications must be received by 4:00 P.M on June 21st, 2024.



Town of New Milford
Personnel Department
10 Main Street, New Milford, CT 06776



Job Title: Office Staff II

Department:	Sewer Commission/WPCA	Job Code: 006
Division:	Office	Date Created: 03/23 /15
Bargaining Status:	Non-union	Last amended:
Salary Range:	\$28.00 P/H	

GENERAL STATEMENT OF DUTIES:

- Reports to Business Manager.
- Performs office staff duties of record-keeping, secretarial, and clerical duties related to the WPCA with added responsibility of Purchasing and Professional Services Scheduling.

ESSENTIAL FEATURES:

- Assists the Business Manager in administrative duties and provides back-up services in the absence of Office Staff I.
- Purchasing agent for WPCA. Responsible for written Material Requisition and Purchase Orders for: office, lab, chemical, and maintenance supplies; equipment parts and contracted services. Assists Management obtaining quotes, requesting bids, and pricing for purchases. Provides inventory tags for all stock.
- Schedules and co-ordinates professional services performed by contract for generators, gas detectors, hoists, fire extinguishers, calibration of meters and scales, fuel and boiler maintenance, and other repairs as needed.
- Assists operations with charting pump stations operating costs.
- Responsible for Accounts Receivable: of customers for Sewer service in Jan. and July; updating customer information; mailing of receipts, statements, and notices; code and post of batches; enter all gallonage (metered, unmetered, and estimated

wells) into QDS and review QDS Billing Report; compose and mail out metered well reading letters, reminder letters, and record in customer files.

- Prepare Accounts Payable, matching PO, packing slip, material requisition, and invoices.
- Mail Legal Notices pertaining to Rates and Charges, Public Hearings, Billing, and Bids to printed news media.
- Acts as a receptionist, greeting the public in a professional and courteous manner.
- Ability to provide customer service in person and by phone effectively and courteously.
- Assisting customers with payments and questions concerning their accounts in particular to real estate transactions of closings or refinance.
- Answers the telephone to provide customer services to public, vendors, Town and State officials and inspectors, and professional service providers.
- Coordinate yearly septic haulers permit renewals
- Performs other duties as assigned that are necessary and appropriate.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and follow oral and written instructions.
- Ability to work independently and be a self-starter.
- Ability to type 30 w.p.m. and compose routine letters and emails.
- Knowledge of standard office procedures and equipment. Demonstrated proficiency in use of Microsoft Office, Word and Excel.
- Experience with QDS a plus.
- Ability to establish and maintain effective working relationships with peers, subordinates, supervisors, contractors, and vendors.
- Ability to sit at a desk or stand and work continuously for extended periods of time while performing job functions.
- Ability to lift and carry 25 pounds.
- Ability to operate a motor vehicle in the State of Connecticut.

MINIMUM QUALIFICATIONS:

- Graduation from high school and 5 years of related experience in accounting, clerical, or as an administrative assistant.
- Veterans preferred

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out job duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N) 0 % of Shift	OCCASIONALLY (O) 1-33% of Shift				FREQUENTLY (F) 34-66% of Shift				CONSTANTLY (C) 67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	N	O	F	C
Physical Demands:					Depth Perception				X				
Standing		X			Color Distinction				X				
Walking		X			Peripheral Vision				X				
Sitting			X		Driving		X						
Lifting		X			Physical Strength:								
Carrying		X			Little Physical Effort (-10 lbs.)				X				
Pushing		X			Light Work (-20 lbs.)		X						
Pulling		X			Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)	X							
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			Environmental Conditions:								
Kneeling		X			Cold (50 degrees F or less)		X						
Crouching		X			Heat (90 degrees F or more)		X						
Crawling		X			Temperature Changes		X						
Reaching			X		Wetness		X						
Handling			X		Humidity		X						
Grasping			X		Extreme Noise or Vibration		X						
Twisting			X		Exposure to Chemicals		X						
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to bodily fluids		X						
Repetitive Motion			X		Exposure to dampness		X						
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X						
Visual Acuity/Near				X	Mechanical Hazards		X						
Visual Acuity/Far				X	Physical danger		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.