



Town of Stratford Health Department
Clerical Assistant: Part-Time 19.5 hours/week
Salary: \$15.00 per hour

The Town of Stratford is currently accepting applications for the position of Part Time Clerical Assistant. Hours of work shall normally fall between 8:00 am to 4:30 pm Monday through Friday.

Examples of Responsibilities:

- Ability to learn and operate customized software packages used for licensing, complaints, billing and revenue collection;
- Use customized software to post inspection reports generate license applications, create licenses and create mass mailings;
- May assist with scheduling, correspondence, filing, and financial tracking pertaining to the Town's mandates for evictions and relocations;
- Provide telephone/office coverage as assigned. Take messages, triage call, document complaints;
- Proficient in Microsoft office;
- Perform data entry and other computer-based record keeping tasks;
- Prepare invoices and purchase requisitions in Munis;
- Maintain all Health Department files (septic, complaints, restaurants, etc.)
- Open and triage mail as directed;
- Prepare miscellaneous correspondence and reports as directed;
- Prepare payroll sheets and enter into Munis as directed;

Qualifications:

A high school degree or its equivalent is required. Additional education and/or technical training relevant to the duties of the position is preferred. Bilingual/Spanish a plus.

Other Requirements:

Working knowledge of computers; word processing; good typing skills; ability to handle multiple assignments; attention to detail; good organizational ability; flexibility; a willingness to take direction and to learn new skills; ability to communicate and interact effectively with the public and co-workers.

Applications can be found on the town's website at www.townofstratford.com/humanresources and should be submitted to the Town of Stratford, Human Resources Department, 2725 Main Street, Stratford, CT 06615.
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