

Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

PLEASE POST

November 15, 2018

TO: All Interested Parties
FROM: Daria Trumpet, Human Resources *DWT*
SUBJECT: Available Position –Clerk/Dispatcher in DPW

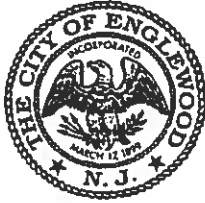
There is a position for a Clerk/Dispatcher available in the Department of Public Works.

Salary Range is \$35,000.00 - \$45,000.00 per year depending upon qualifications. This is a full time, permanent position with benefits.

Anyone who is interested in applying for this position should contact this office in writing.

A complete job description is hereto attached.

Post: November 16, 2018



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DISPATCHER/CLERK

DEFINITION

Under the direction of the Director of the Department of Public Works performs clerical work, requiring independent judgment and frequent decisions in accordance with departmental policies and procedures; dispatches and receives messages, takes complaints, gives information pertaining to D.P.W. schedules. Performs related work as required.

EXAMPLES OF WORK

- . Takes complaints, relay information pertaining to D.P.W. schedules and ordinances.
- . Dispatches and receives messages for supervisors and staff.
- . Record gasoline usage for all City vehicles except Police Department.
- . Assists employees in the completion of various forms.
- . Types reports, correspondence and compile reports.
- . Responsible for payroll, attendance, time cards, vacation, overtime, longevity and accident reports

QUALIFICATIONS

Experience

- . Minimum four years progressive responsible experience in general office work.

Knowledge, Skills and Abilities

- . Thorough knowledge of the internal organization and established policies, procedures and regulations relative to the work of the department.
- . Must have good typing skills.

DISPATCHER/CLERK
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- . Knowledge of office procedures.
- . Ability to maintain effective working relationships with the general public and fellow employees.

Education

- . Must have High School diploma