



JOHN L. SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: REVENUE CLERK (PT)	PAY RANGE: \$15-17/hr.	CLASSIFICATION/ GRADE: Part-time*	EEOC Clerical
LOCATION: Tax Office Town Hall	APPLY BY: October 3, 2008	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

ESSENTIAL FUNCTIONS:

- Cashiering duties in Tax Office.
- Prepares cash receipts for bank deposit, prepares daily cash reports and balances cash drawer.

KNOWLEDGE, SKILLS AND ABILITIES:

- Performs arithmetic computations requiring accuracy in examining, verifying and correcting taxes and interest amounts.
- Ability to operate cash register in receiving and crediting of taxes
- Enters and retrieves information in an automated collection and/or accounting system.
- Good customer service skills.

MINIMUM QUALIFICATIONS:

- High school education with course work in Arithmetic.
- Some experience working with cash and/or bookkeeping.
- Ability to enter, retrieve and verify information on a computer terminal.
- Ability to provide information to the public in a polite and courteous manner.

*Up to 19 hrs/wk, Monday-Friday, year round

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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