



**WATER AND SEWER DIVISIONS
DEPARTMENT OF PUBLIC UTILITIES**

Town of Wallingford
377 South Cherry Street
Wallingford, Connecticut 06492
Telephone: (203) 949-2670

Water Division Part-time Senior Clerk – Pistapaug Water Treatment Plant

Posted May 10, 2024

General Duties:

The Water Division has an opening for a part-time Senior Clerk at the Pistapaug Water Treatment Plant, located at 1675 Whirlwind Hill Road, Wallingford. The PT Senior Clerk shall work between 15 and 19.5 hours per week, maintaining a regular work schedule as agreed to between the Water Division and the Clerk.

The PT Senior Clerk will perform a variety of responsible business and clerical duties to support water supply and treatment staff and operations. The work involved can be complex in nature, requiring a high degree of accuracy and considerable ability to take on responsibility and to exercise judgement in the performance of assigned duties.

Exam of Duties:

The PT Senior Clerk maintains documents and records; prepares material for and assists in the preparation of reports; assists with time, cost and personnel records, including training and certification documentation; prepares letters and other documents and spreadsheets; obtains quotations for goods and services and prepares purchase requisitions; receives and checks deliveries against purchase orders as needed; and does related work as required.

Supervision Received:

Works under the direction of the Water Division Superintendent, the Assistant Superintendent for Water Supply and Treatment, or other supervisors as assigned.

Supervision Exercised:

None.

Knowledge, Skills and Abilities:

Thorough knowledge of office procedures; ability to operate office equipment and utilize computer software (Microsoft Word and Excel, etc.); ability to type accurately; ability to maintain complex record systems and prepare comprehensive reports; considerable ability to understand complex written and oral instructions; ability to provide clear and concise written

and oral expression; ability to maintain effective working relationships and to deal courteously with coworkers, vendors and the public; ability to analyze work problems and prescribe remedial action; ability to make arithmetical calculations with speed and accuracy.

Required Experience and Training:

Graduation from high school with courses and two (2) years of experience in responsible office work or in lieu thereof, an equivalent of above experience, education and training.

Special Requirements:

The wage will be \$22.88 to \$24.86 per hour depending on skills, knowledge and experience.

Applicants should submit a Town of Wallingford Employment Application (latest edition) by mail to Sandy Coker, Executive Secretary, Water and Sewer Divisions, 377 South Cherry Street, Wallingford, Connecticut 06492, or by email to sandy.coker@wallingfordct.gov or by facsimile to 203-294-2678. Applications should be submitted by the close of business on Thursday June 6, 2024.

Applications will be reviewed beginning Tuesday May 28, 2024 on a rolling basis until the position is filled. The selected candidate will be expected to pass a background check, along with a drug and alcohol screen and Town-sponsored physical prior to beginning employment for the Town of Wallingford.

A Town of Wallingford *Employment Application* can be downloaded via the Town's website at www.wallingfordct.gov under the Human Resources Department webpage.

Revised May 10, 2024