

DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES DIVISION
PHONE: 815/724-4020
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150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 23-17
POSTED: 6/13/2017, 8:00 a.m.
EXPIRATION: 6/28/2017, 4:30 p.m.
TITLE: Clerk Typist (Position Code #2045)
SALARY: \$35,076 - \$63,216
DEPARTMENT: Finance
DIVISION: Customer Services

TASKS OR DUTIES: (Illustrative)

Types correspondence, documents, forms, tables, manuscripts, memoranda and statistical summaries;
Receives telephone calls, handles complaints and makes the proper referrals on departmental matters;
Acts as timekeeper;
Receives and processes mail which includes payments on accounts due to the City and ascertains that funds are receipted properly and sent to the proper destination;
Types accounting and financial statements such as accounts payable list, payrolls, vouchers, requisitions and other materials;
Reviews simple accounts, reports and other documents for completeness, accuracy and conformity with established procedures;
Cross-indexes and files accounts, documents and correspondence alphabetically, numerically, or by other classifications;
Operates all office equipment and machinery including video display terminals, calculators and copiers;
Answers telephone and gives general information in response to public or official inquiries;
Assembles a variety of data from office records for incorporation into various reports;
Audits and edits accounts and service files for accuracy and completeness and initiates action for correction of errors and clarification of discrepancies;
Posts payments of bills;
Performs incidental clerical work in connection with accounts kept, requisitions, purchase orders and invoices, posting operations performed and in checking accuracy of work;
Reconciles new business daily and transfers to monthly report;
Maintains files and cross indexes of delinquent utility bills;

Receives cash and negotiable instruments for payment of bills, receipts bills and returns receipt to customer, and checks and balances cash and negotiable instruments against receipted copies of bills;
Performs customer relations functions in giving information to the general public, and applying routine knowledge of departmental rules, regulations and procedures to interpretations made;
Performs other related duties as required.

POSITION REQUIREMENTS:

Completion of a high school education or GED equivalent;
Ability to type from clear copy or rough draft at a rate of 40 wpm;
Some experience in clerical/bookkeeping work;
Good knowledge of office terminology, procedures and equipment and of business math and English;
Some knowledge of elementary bookkeeping;
Ability to understand and follow complex oral and written directions;
Ability to maintain complex clerical records and prepare reports from such records;
Ability to make minor decisions in accordance with laws, ordinances and regulations and established policies;
Ability to make relatively complex mathematical computations rapidly and accurately;
Good clerical aptitude and judgment, tact, and courtesy;
Ability to establish and maintain effective working relationships with employees, City officials and the public;
Any equivalent combination of experience and training which provides the required knowledge, skill and abilities.

Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

A full job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER