

NOTICE TO LOCAL #1300 EMPLOYEES

SUBJECT: NEW JOB

Pursuant to Article VII, Section 2 and 3 of the 2007-2011 Collective Bargaining Agreement between Public Service Employees Local #1300 and the City of Wilkes-Barre, job openings are to be filled through a bidding process.

The City has a new job. Consequently, applications for the position of **FINANCE CLERK**, Department of Administrative Services, Office of Financial Services will be accepted in the Bureau of Human Resources from July 20, 2007 through July 27, 2007. Applicants who wish to be considered for this position shall submit a standard application and/or resume to Christine M. Jensen, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

- 1. RATE OF COMPENSATION:**
 - a. The 2007 salary range for this position is \$33,716.00 to \$39,665.00 for current bargaining unit members. Newly hired bargaining unit members are also subject to the probationary pay scale outlined in Article XI, Section 3 of the Collective Bargaining Agreement between the City of Wilkes-Barre and Local #1300.

- 2. HOURS OF WORK:**
 - a. 9:00 a.m. to 4:30 p.m.; one (1) hour paid lunch period.

- 3. DUTIES:**
 - a. Coordinate effort between City offices to ensure that all individuals, property owners, and business owners within the City of Wilkes-Barre are billed in accordance with applicable City ordinances.
 - b. Audit City records against other records to ensure that all individuals, property owners, and business owners within the City of Wilkes-Barre are billed in accordance with applicable City ordinances.
 - c. Create and maintain a system which allows for a process of checks and balances to ensure that all individuals, property owners, and business owners within the City of Wilkes-Barre are billed in accordance with applicable City ordinances.
 - d. Bill, collect, and issue receipts for payments in lieu of taxes.
 - e. Process and check invoices.
 - f. Prepare checks.
 - g. Management of Parking Programs.
 - h. Maintenance of assessment data including adjustments to assessed values and ownership.
 - i. Maintain confidentiality of all materials/information.
 - j. Other related duties as assigned.

4. QUALIFICATIONS:

- a. Experience working with computers.
- b. Experience working with Great Plains Financial Software.
- c. Ability to work effectively and courteously with the public.
- d. High school diploma or equivalent.
- e. Ability to maintain confidentiality with all information.
- f. Ability to work with minimal supervision.
- g. Ability to physically perform the duties listed above.

5. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Sedentary position which requires occasional standing, climbing, walking, bending, and stooping.
- b. Position requires work within an office environment with little exposure to the outside elements.

6. OTHER

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.

Christine M. Jensen, SPHR
Director of Human Resources
July 19, 2007

INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES LOCAL #1300 MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.

THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.

THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION EMPLOYER.