

NOTICE TO PSE LOCAL # 1300 EMPLOYEES
SUBJECT: JOB VACANCY

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

The City has a job vacancy. Consequently, applications for the position of **REVENUE COLLECTION CLERK**, Department of Finance, Office of Revenue Collection will be accepted in the Bureau of Human Resources from August 13, 2007 through August 17, 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 \$27,292.00 - \$32,108.00 for current bargaining unit members. Newly hired bargaining unit members may also be 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. Collection and processing of City Property Taxes, Per Capita Taxes, Sewer/Recycling Fees, Wyoming Valley Sanitary Authority Sewer Bills, and traffic violations and any all payments made to the City of Wilkes-Barre.
 - b. Assist in daily balancing of revenue as needed.
 - c. Balance daily for WVSA and make bank deposits.
 - d. Operate mail machine and scale for the mailing of all daily outgoing mail for City Hall facilities.
 - e. Post and file City taxes, fees, and all payments received in the Tax Office.
 - f. Create and maintain an electronic database of information relative to the taxpayers in the City of Wilkes-Barre in an effort to update and computerize City tax records.

- g. Other routine duties, including but not limited to: filing, posting, auditing, computer entry, answering telephones and typing.
- h. Assist the public at the counter and over the telephone.
- i. Responsible for large amounts of cash.
- j. Other related duties as assigned.

4. QUALIFICATIONS:

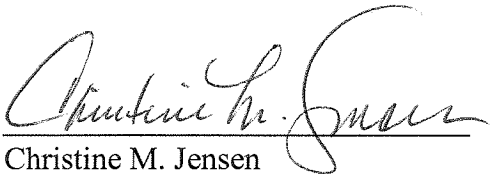
- a. Ability to deal with the public in an effective and courteous manner.
- b. Knowledge of modern office methods and procedures.
- c. Computer experience preferred with knowledge of data base systems.
- d. Graduation from high school or equivalent.
- e. Knowledge of City tax procedures.
- f. General office skills.
- g. Knowledge of the operation of receipting machines and cash registers.
- h. Able to handle large amounts of cash and balance accurately daily.

5. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Sedentary position which requires occasional standing, walking, bending, and stooping.
- b. Position requires work within an office environment with minimal exposure to 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
Director of Human Resources
August 13, 2007

INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICES 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 OPPORTUNITY/AFFIRMATION ACTION EMPLOYERS.