



TOWN OF BROOKFIELD
100 Pocono Road
Brookfield, CT 06804

JOB OPPORTUNITY

Recruiter/Contact:	Fern Smenyak, Director of Human Resources P.O. Box 5106, 100 Pocono Road Brookfield, CT 06804 email: fsmenyak@brookfieldct.gov Fax: 203-775-4068
Posting Date:	May 14, 2015
Job Title:	Temporary Part Time Tax Collector Aide
Department:	Tax Collector
Job Level and Rate:	\$16.00 per hour – Part Time Temporary
Job Description:	TEMPORARY PART-TIME TAX COLLECTOR AIDE The Town of Brookfield seeks an organized individual with excellent administrative skills for the position of Part-Time Temporary Tax Collector Aide. This position would be needed for the month of July and part of August. General duties include, performing a variety of clerical and general office duties required to collect and record taxes. Requires ability to understand oral and written directions, attention to detail and excellent interpersonal skills. EOE <u>Applications/Resumes must be received by June 12, 2015.</u> Applications/resumes must be submitted to the Human Resources Department at the above listed address.
Job time:	20 hour work week from June 29, 2015 through August 14, 2015
Skills Required:	Accurate keyboarding skills. Ability to interact and communicate with the public. Ability to work independently, meet deadlines and work with frequent interruptions. General knowledge of office skills, data entry, mathematics and bookkeeping. Proficiency in MS Office Suite and similar software packages a must.
Education Required:	High School Diploma or equivalent experience required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit for extended periods of time to view & operate computer equipment, and to stand for extended periods of time to assist desk customers. The employee frequently is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus.