

Current Active

Job Class	Job Class Desc	Location	Location Desc
1009	SPECIAL PROJECTS COORDINATOR	C300	PUBLIC FACILITIES ADMIN
1100	TYPIST I	C862	CENTRAL HIGH SCHOOL
1104	TYPIST II	C801	BARNUM SCHOOL
1110	LEGAL SECRETARY (35 HOURS)	C060	CITY ATTORNEY
1114	GARAGE CLERK	G250	POLICE DEPARTMENT
1119	PAYROLL CLERK II	C075	BENEFITS ADMINISTRATION
1121	RETIREMENT ADMINISTRATOR	C070	CIVIL SERVICE COMMISSION
1136	LEGAL ASSISTANT TO CITY ATTNY	C060	CITY ATTORNEY
1208	DATA ANALYST	C250	POLICE DEPARTMENT
1214	PUB SAFETY TCO	C290	EMERGENCY OPERATIONS CENTER
1230	TYPIST I (35 HOURS)	C250	POLICE DEPARTMENT
1232	TYPIST II (35 HOURS)	C375	AIRPORT
1234	PAYROLL CLERK (40 HOURS)	C355	PARKS ADMINISTRATION
1238	DATA ANALYST	C861	BASSICK HIGH SCHOOL
1239	ACCOUNTING CLERK I (35 HOURS)	C010	COMPTROLLER'S OFFICE
1244	ACCOUNTING CLERK II (35 HOURS)	C250	POLICE DEPARTMENT
1245	TAX ASSESSMENT CLERK (35 HOURS)	C041	TAX ASSESSOR
1246	PROPERTY APPRAISER I (35 HOURS)	C041	TAX ASSESSOR
1248	COLLECTION AIDE (35 HRS)	C060	CITY ATTORNEY
1250	STENOGRAPHER (35 HRS)	C250	POLICE DEPARTMENT
1251	TYPIST III (35 HRS)	C863	HARDING HIGH SCHOOL
1253	TYPIST II (40 HOURS)	C400	WATER POLL CONTROL AUTH
1256	TYPIST 1 (40 HOURS)	C455	BUILDING DEPARTMENT
1257	ADMINISTRATIVE SPECIALIST	C455	BUILDING DEPARTMENT
1258	PARALEGAL	C060	CITY ATTORNEY
1259	CLERICAL ASSISTANT	C070	CIVIL SERVICE COMMISSION
1260	TAX COLLECTOR CLERK (35 HOURS)	G040	TAX COLLECTOR
1261	TAX COLL CLERK SPAN(35 HOURS)	C040	TAX COLLECTOR
1264	SR VITAL RECORD CUST SVC CLK	C552	VITAL STATISTICS
1265	VITAL RECORDS CUST SVC CLK	C552	VITAL STATISTICS
1299	ACCOUNTING CLERK II	C400	WATER POLL CONTROL AUTH
1402	AUTOMOTIVE PARTS SPECIALIST	C305	MUNICIPAL GARAGE
1404	BUYER	C035	PURCHASING
1501	PERSONNEL ASSISTANT I	C070	CIVIL SERVICE COMMISSION
1502	PERSONNEL ASSISTANT II	C070	CIVIL SERVICE COMMISSION
1733	PAYROLL CLERK (35 HOURS)	C250	POLICE DEPARTMENT
2101	ENGINEERING AID I (35 HRS)	C385	ENGINEERING
2105	ENGINEERING AID III	C385	ENGINEERING
3304	HOUSING CODE INSPECTOR	C556	HOUSING CODE
3314	ZONING INSPECTOR	C457	ZONING COMMISSION
3315	CODE ENFORCEMENT RELOCATION CO	G585	SOCIAL SERVICES
3316	CONDEMNATION/ANTI-BLIGHT SPECI	G450	OPED ADMINISTRATION
3606	PARKING ENFORCEMENT OFFICER	C250	POLICE DEPARTMENT
3607	SPECIAL OFFICER	C250	POLICE DEPARTMENT
3614	DETENTION OFFICER PRE 6/09	C250	POLICE DEPARTMENT
3616	DETENTION OFFICER	C250	POLICE DEPARTMENT
3617	DATA COORDINATOR	C320	ROADWAY MANAGEMENT

4702	REGISTERED SANITARIAN/INSPECTO	G555	ENVIRONMENTAL HEALTH
5103	LIBRARY ASSISTANT I	C700	LIBRARY
5105	LIBRARY ASSISTANT II	C700	LIBRARY
5106	LIBRARY ASSISTANT III	C700	LIBRARY
5108	JUNIOR LIBRARIAN	C700	LIBRARY
8267	ASSISTANT ANIMAL CONTROL OFFIC	C295	ANIMAL SHELTER
9507	CUSTODIAN I	C310	FACILITIES MAINTENANCE
9511	CUSTODIAN II	C876	BOE FACILITIES
9513	CUSTODIAN III	C876	BOE FACILITIES
G008	CLERK A	G552	VITAL STATISTICS
G013	SECRETARY	G554	COMMUNICABLE DISEASE CLINIC
G026	SENIOR CENTER COORDINATOR	G351	AGING
G031	BILINGUAL CLERK	G585	SOCIAL SERVICES
G115	HOUSING CODE INSPECTOR	G556	HOUSING CODE
G137	SECURITY GUARD	C585	SOCIAL SERVICES
G143	PARENT AIDE	B905	OFFICE OF SPECIALIZED INSTRUCT
G178	EPIDEMIOLOGICAL INSPECTOR	G558	LEAD PREVENTION PROGRAM
G187	SERVICE ASSISTANT	B876	BOE FACILITIES
G200	PROGRAM COORDINATOR	G351	AGING
G216	ASSISTANT SPECIAL PROJECT MANA	G579	LIGHT HOUSE YOUTH SERVICES
G259	TUBERCULOSIS OUTREACH WORKER	G554	COMMUNICABLE DISEASE CLINIC
G360	PAYROLL COMPENSATION PROCESSOR	G300	PUBLIC FACILITIES ADMIN
G361	ADMINISTRATIVE SECRETARY	G250	POLICE DEPARTMENT
G436	REGISTERED SANITARIAN/INSPECTO	G555	ENVIRONMENTAL HEALTH
G441	SUPPORT SPECIALIST I (35 HRS)	G108	INFO TECHNOLOGY SERVICES
G453	SECRETARIAL ASSISTANT	G351	AGING
G454	LEAD OUTREACH WORKER	G452	CDBG

**CITY OF BRIDGEPORT
JOB DESCRIPTION**

SPECIAL PROJECTS COORDINATOR

UNION :

B

CLASS CODE: 1009

GENERAL SUMMARY OF DUTIES: THE SPECIAL PROJECT COORDINATOR PROVIDES A VARIETY OF SERVICES TO DEPARTMENTS AND OUTSIDE ORGANIZATIONS.

SUPERVISION RECEIVED: ACTS UNDER THE SUPERVISION OF THE DIRECTOR.

SUPERVISION EXERCISED: NONE

ILLUSTRATED DUTIES:

RESEARCH FUNDING SOURCES FOR PROJECTS/PROGRAMS.

IMPLEMENTS GRANT FUNDED PROJECTS.

COORDINATES SPECIAL PROJECTS & PROGRAMS

MANAGES INTERNAL PROCESS FOR IMPLEMENTING SPECIAL PROJECTS. THIS REQUIRES WORKING WITH VARIOUS DEPARTMENTS

OVERSEES SUBCONTRACTORS, VENDORS AND CONSULTANTS WORKING ON SPECIAL PROJECTS.

COMPLIANCE WITH GRANT/FUNDING REGULATIONS.

OVERSEES PROJECT MANAGERS AND PHYSICAL DEVELOPMENT PERSONNEL ON SPECIAL PROJECTS.

ATTENDS MEETINGS OF CITY DEPARTMENTS, COMMUNITY ORGANIZATIONS AND THE BUSINESS COMMUNITY TO COORDINATE COLLABORATIVE GRANT IMPLEMENTATION EFFORTS.

MINIMUM QUALIFICATIONS

MASTER'S DEGREE IN PUBLIC ADMINISTRATION OR EQUIVALENT.

EXPERIENCE AND TRAINING

THREE TO FIVE YEARS EXPERIENCE OR A SIMILAR COMBINATION OF EXPERIENCE AND EDUCATION

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

CLASS CODE: 1100

CLASS TITLE: TYPIST I

1. Duties that are characteristic as to type and level:

A combination of general office and typing work of ordinary difficulty and responsibility; related work as required; performed under supervision.

2. Typical tasks or assignments:

Types from plain copy, or rough draft, a variety of forms, documents, reports or tabular listings; types form letters, stencils and index cards; checks line payroll items, and computations of salaries, deductions and charges; checks standard records or reports for completeness and correctness of information; does simple filing or searching of files; directs callers.

3. Minimum qualification requirements:

- a. As to education, training and experience:

High school graduation, including typewriting and commercial courses.

A satisfactory equivalent combination of education, training and experience.

- b. As to special knowledge, ability and skill:

Knowledge of business English, spelling and commercial arithmetic.

Working knowledge of modern office practice and procedure.

Ability to type accurately and neatly from plain copy at a speed of not less than 35 standard words a minute.

CLASS TITLE: TYPIST II

1. Duties that are characteristic as to type and level:

A combination of general office typing and clerical work of more than ordinary difficulty and responsibility; related work as required; performed under general supervision.

2. Typical tasks or assignments:

In matters of involved routine or complex subject matter, keeps office records and makes up statements or reports from such records; checks and verifies payrolls and supporting documents for accuracy and correctness of information; works up data for inclusion in relatively complex statistical reports; handles requests for information and data of many different varieties, requiring intimate knowledge of the practices and procedures of the office to which assigned; performs typist tasks of moderate difficulty, but requiring considerable speed and accuracy.

3. Minimum qualification requirements:

- a. As to education, training and experience:

High school graduation (supplemented by courses in typewriting).

A minimum of three years of satisfactory office experience.

A satisfactory equivalent combination of education and experience.

- b. As to special knowledge, ability and skill:

Considerable knowledge of modern office practices and procedures.

Good knowledge of the functions and work of the various city departments.

Ability to type neat and accurately from plain copy at a rate of not less than forty standard words a minute.

Ability to make work decisions in accordance with established department rules, regulations and policies.

Ability to establish and maintain effective working relationship with the public and other employees.

Ability to maintain complex or varied clerical records, and to prepare reports.

CLASS TITLE: CLERK I

1. Duties that are characteristic as to type and level:

A combination of clerical and general office work of ordinary difficulty and responsibility; related work as required; performed under supervision.

2. Typical tasks or assignments:

Checks prescribed items against each other; does simple posting, extension or checking work in accordance with established routines; checks line payroll items and computations of salaries, deductions and charges; files records and forms; runs adding machine to check column totals and cross footings; enters routine information into special record books or cards; keeps attendance records; directs callers.

3. Minimum qualification requirements:

a. As to education, training and experience:

High school graduation, including commercial courses.
A satisfactory equivalent combination of education, training and experience.

b. As to special knowledge, ability and skill.

Knowledge of business English, spelling and commercial.
Ability to perform routine clerical tasks with speed and accuracy.

CLASS TITLE: CLERK II

1. Duties that are characteristic as to type and level:

A combination of general clerical and office work of more than ordinary difficulty and responsibility; related work as required; performed under general supervision.

2. Typical tasks or assignments:

In matters of involved routine or complex subject matter, keeps office records and makes up statements or reports from such records; checks and verifies payrolls and supporting documents for accuracy and correctness of information; works up dates for inclusion in relatively complex statistical reports; handles requests for information and data of many different varieties, requiring intimate knowledge of the practices and procedures of the office to which assigned; maintains a number of various files of some complexity; keeps time and attendance records; handles complaints by telephone or over the counter and passes on more difficult problems requiring policy decisions to supervisors; supervises or leads other clerical employees engaged in filing, sorting, posting, registering or other routine work.

3. Minimum qualification requirements:

a. As to education, training and experience:

High school graduation, including commercial courses.

A minimum of three years of satisfactory office and clerical experience.

A satisfactory equivalent combination of education and experience.

b. As to special knowledge, ability and skill:

Considerable knowledge of modern office practices and procedures.

Good knowledge of the functions and work of the various city departments

Ability to make work decisions in accordance with established department rules, regulations and policies.

Ability to establish and maintain effective working relationships with the public and other employees.

Ability to maintain complex or varied clerical records and to prepare reports using a variety of source material.

CLASS TITLE: TYPIST II

1. Duties that are characteristic as to type and level:

A combination of general office typing and clerical work of more than ordinary difficulty and responsibility; related work as required; performed under general supervision.

2. Typical tasks or assignments:

In matters of involved routine or complex subject matter, keeps office records and makes up statements or reports from such records; checks and verifies payrolls and supporting documents for accuracy and correctness of information; works up data for inclusion in relatively complex statistical reports; handles requests for information and data of many different varieties, requiring intimate knowledge of the practices and procedures of the office to which assigned; performs typist tasks of moderate difficulty, but requiring considerable speed and accuracy.

3. Minimum qualification requirements:

a. As to education, training and experience:

High school graduation (supplemented by courses in typewriting).

A minimum of three years of satisfactory office experience.

A satisfactory equivalent combination of education and experience.

b. As to special knowledge, ability and skill:

Considerable knowledge of modern office practices and procedures.

Good knowledge of the functions and work of the various city departments.

Ability to type neat and accurately from plain copy at a rate of not less than forty standard words a minute.

Ability to make work decisions in accordance with established department rules, regulations and policies.

Ability to establish and maintain effective working relationship with the public and other employees.

Ability to maintain complex or varied clerical records, and to prepare reports.

CLASS TITLE: STENOGRAPHER

1. Duties that are characteristic as to type and level:

A combination of clerical, stenographic, and secretarial work of more than ordinary difficulty and responsibility; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Performs clerical work equivalent in difficulty and responsibility to that of a Clerk II, with the additional requirement of considerable speed and accuracy in taking and transcribing oral or machine dictation. Serves as secretary or clerical assistant to the head of a department or agency, or board or commission, of city government (including the head of one of the major organization units in the board of education, or the principal of a high school). Performs more difficult and responsible clerical and record keeping functions, requiring the exercise of tact, discretion, and judgment; takes dictation and transcribes letter, reports, statements, memoranda, and other material. Relieves superior of minor clerical and administrative details. Personally performs all of the clerical work for a relatively small department, or supervises a relatively small group of clerical employees engaged in typing, filing, listing, sorting, posting or other routine work.

3. Minimum qualification requirements:

- a. As to education, training, and experience:

High school graduation, including commercial, shorthand and typing courses.

Three years of progressively responsible office clerical and stenographic experience.

Any equivalent combination of education, training, and experience.

- b. As to special knowledge, ability, and skill:

Ability to take shorthand notes at the rate of 80 standard words a minute, and to transcribe notes at the rate of 25 standard words a minute on a standard typewriter.

Good knowledge of modern office methods and practices.

Ability to make work decisions in accordance with established department rules and regulations and policies.

Ability to establish and maintain effective working relationships with the public and other employees.

Ability to maintain complex or varied clerical records, and to prepare reports.

CLASS TITLE: FIRE ARSON ANALYST

1. Duties that are characteristic as to type and level:

A combination of administrative, data processing, and clerical work of more than ordinary difficulty and responsibility dealing with fire service and arson related matters; related work as required; performed under direct supervision by the Special Projects Coordinator of the Fire Marshal's Division.

2. Typical tasks or assignments:

Enters and retrieves various data (incident reports, programmed statistics, files from programmed sources) into and from computer; proof reads incident reports, assigns incident numbers, and makes necessary corrections; codes and files reports; coordinates data with State Fire Marshal's office; checks and files return incident data; compiles statistical data and reports as required; types letters, reports, case data, briefs, etc.; files letters, arson data, training materials, statistical records, etc.; arranges schedules, makes appointments, coordinates meetings, sets up interviews, answers telephone.

3. Minimum qualification requirements:

- a. As to education, experience and training:
High school graduation.
A minimum of five years of satisfactory office experience, three years of which must have been at least at the level of a Typist II or Clerk II or the equivalent.
Preferably some familiarity with Fire Department procedures and operations.
A satisfactory equivalent combination of education and experience.
- b. As to special knowledge, ability and skill:
Considerable knowledge of modern office practices and procedures.
Good knowledge of the functions and work of various City departments.
Considerable knowledge of the operation and various applications of key encoding equipment.
Ability to adhere to detailed instructions.
Sound knowledge of data processing and coding procedures.
Demonstrated skill as a machine operator.
Good interpersonal and administrative skills.
Ability to make work decisions in accordance with established department rules, regulations and policies.
Ability to establish and maintain effective working relationships with the public and other employees.

CLASS TITLE: PAYROLL CLERK

1. Duties that are characteristic as to type and level:

Clerical and general office work of more than ordinary difficulty and responsibility related to compiling, posting and checking municipal payrolls and maintaining various personnel records; related work as required; performed under general supervision; performs general office duties related to the department assigned.

2. Typical tasks or assignments:

Prepare data processing forms for various personnel and payroll changes; addition or removal from payroll, pension, union dues, tax and salary adjustments, etc.; enters and retrieves data from computer system; checks and verifies payroll appropriation sheets and makes necessary adjustments and corrections; maintains a variety of personnel records: attendance, sick leave, vacation, personal time, holidays, employee history cards, etc.; reviews timecards; computes and/or checks all salary and personnel changes including overtime, advanced vacation payments, merit increases, collective bargaining increases, longevity, retroactive payments, warnings, suspensions, holiday pay, leaves of absence, classification changes, terminations, etc.; posts employees' weekly pay onto record cards, verifies accuracy and initiates any corrections or adjustments; assigns employee payroll numbers; distributes payroll checks and is responsible for any adjustments in checks such as cancellations, preparing manual checks, etc.; prepares a variety of reports and forms such as workman compensation, wage verification, and unemployment compensation statements, etc.; types various letters, forms and reports; does routine filing; answers telephones, directs callers and handles all inquiries pertaining to payroll.

3. Minimum qualification requirements:

a. As to education, training and experience:

High school graduation.

Three years of satisfactory office experience preferably with some experience in bookkeeping and computation work.

Tenure as a Civil Service Typist II, Clerk II or Accounting Clerk I for at least one year.

b. As to special knowledge, ability and skill:

Considerable knowledge of office practices and procedures.

Working knowledge of various city departments.

Ability to maintain complex and varied clerical records and to prepare reports.

Basic knowledge of routine data processing techniques including coding and data entry.

Ability to work under pressure and effectively with others.

Attention to detail and accuracy.

CLASS CODE: 1110

CLASS TITLE: LEGAL SECRETARY

1. Duties that are characteristic as to type and level:

Specialized secretarial and stenographic work of more than ordinary difficulty and responsibility; taking notes from dictation and transcribing them on the typewriter, and doing difficult and responsible office work in connection with the law activities of a city department; related work as required; performed under general supervision.

2. Typical tasks or assignments:

In the office of the City Attorney or the Tax Attorney takes and transcribes briefs, letters, and memoranda, and motions, orders and other legal forms; writes routine letters and legal forms without dictation; types motions, briefs, and legal papers; answers the telephone; attends to callers and the files in the office in which employed.

3. Minimum qualification requirements:

a. As to education, training, and experience:

High school graduation, including commercial, typing and stenography courses.

Three years of practical stenographic experience, at least two years of which shall have been in a law office.

Any satisfactory equivalent combination of education, training, and experience.

b. As to special knowledge, ability, and skill:

Good knowledge of common legal terms and forms.

Thorough knowledge of office practices and appliances and skill in their application.

Ability to take legal dictation at a speed of at least 100 words a minute.

Considerable knowledge of law office practices, legal format, and legal terminology.

Ability to size up situations and people and to get along well with others.

Ability to lay-out work for others, to direct them in their work and to get them to work together effectively.

Mental alertness; accuracy; neatness; and dependability.

CLASS TITLE: GARAGE CLERK

1. Duties that are characteristic as to type and level:

A combination of bookkeeping and elementary accounting work in connection with the financial and clerical records of a municipal garage; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Prepares reports for obtaining rebate of the gasoline tax on gasoline used in tax exempt equipment; purchases parts for the repair of motor equipment; maintains stock and inventory control; supervises the hiring of privately owned trucks, rollers, graders, hoists, compressors, and other equipment; supervises posting of charges, billing and costing and the keeping of time records, and prepares payrolls; acts as secretary of the Garage Control Commission; makes monthly reports on the cost of operation; keeps general operating records; makes emergency purchases; assists in preparation and assembling of annual appropriation, budget, annual and other reports.

3. Minimum qualification requirements:

- a. As to education, training, and experience:

High school graduation supplemented by courses in bookkeeping, accounting or of related nature.

Six years of experience in progressively responsible office work of which at least three years shall have involved emphasis in account-keeping functions.

Any equivalent combination of education, training and experience.

- b. As to special knowledge, ability, and skill:

Considerable knowledge of the fundamental principles of bookkeeping and office practices and procedures.

Ability to handle the varied financial, payroll, cost distribution and account-keeping functions of a major department.

CLASS TITLE: TYPIST III

1. Duties that are characteristic as to type and level:

General clerical work of a difficult and responsible nature. Under direction, to perform the full pattern of clerical work of a highly responsible and confidential nature for the head of a large department or to serve as secretary for the head of a smaller department with varied and complex work programs; and to do related work as required.

2. Typical tasks or assignments:

Performs the difficult and complex clerical work of a department; provides information to other employees, department heads and the public as to procedures and function of the department; assigns work to subordinate clerical personnel, instructs new employees, answers questions, reviews work and solves procedural problems; composes original correspondence of moderate difficulty without instruction; types letters, reports, specifications, registers, affidavits, certificates, permits, invoices, statistical tabulations and related material; collects and compiles complex statistical data from a variety of source materials; establishes complex cross reference files and file categories and designates obsolete material to be removed from files; operates standard office machines and appliances incidental to clerical assignments; requisitions office supplies and equipment; receives visitors; interviews persons calling at office, makes appointments and serves as liaison person with other departments.

3. Minimum qualification requirements:

- a. As to education, training and experience:
Must have served three years as a Civil Service Typist II.
A minimum of seven years of satisfactory office experience.
- b. As to special knowledge, ability and skill:
Extensive knowledge of modern office practices and procedures.
Extensive knowledge of the principles and practices of office management.
Thorough knowledge of departmental programs, policies and operations.
Thorough knowledge of commercial arithmetic and business English.
Ability to perform a variety of clerical operations.
Ability to make work decisions in accordance with rules, regulations and departmental policies and procedures.
Ability to plan, assign and review the work of subordinates.
Ability to maintain clerical records of considerable complexity and to prepare reports from such records.
Ability to make special studies or summaries where analysis of data is required.
Ability to make relatively complex mathematical computations rapidly and accurately.
Ability to exercise tact and courtesy in making personal and telephone contacts.
Discretion, integrity, analytical ability; ability to size up situations and people and to get along with others.

JOB TITLE: CUSTOMER SERVICE REPRESENTATIVE

1. Duties that are characteristic as to type and level:

Clerical work of more than ordinary difficulty and responsibility in receiving and accounting for money; related work as required; customer service of more than ordinary difficulty and responsibility in handling customer inquiries and complaints dealing with monthly bills and late charges accrued; complaints relative to field operations; performed under minimal supervision.

2. Typical tasks or assignments:

Receives and receipts for large volumes of cash and checks, often totaling over two million dollars annually received in payment of sewer user charges daily; daily entry of over-the counter cash transactions; prepares all records and reports concerning payment of current and arrears sewer user bills due; heavy daily phone and over-the counter request for information from customers concerning sewer user charges; deals with customer complaints and answers all inquiries; keeps required documentation and records for billing as well as resolving customer concerns; services legal offices with closing figures on property sales; relays customer complaints to appropriate field crews for remediation.

3. Minimum qualification requirements:

a. As to education, training and experience:

High school graduation.

Five years of progressively responsible customer relations, cash, billing and data entry experience of which two years shall preferably have included experience in the handling of heavy telephone customer inquiries and complaints.

Any satisfactory equivalent combination of education, training, and experience.

Education or training in dealing with difficult behavioral people with counter-measure understanding and listening abilities.

b. As to special knowledge, ability, and skill:

Considerable knowledge of cash handling methods.

Considerable knowledge, ability to meet, communicate and deal appropriately and effectively with customers, City personnel and outside agencies.

Ability to analyze and research individual customer problems and to implement proper course of action.

Knowledge of accounts receivable procedures.

Knowledge of general office procedures.

POSITION TITLE: LEGAL RECEPTIONIST**1. Duties that are characteristic as to type and level:**

Responsible for: greeting and routing visitors to appropriate staff; answering main telephones, forwarding calls and message record keeping; opening, sorting and distributing office mail; maintaining sign in/out logs for attorneys/staff and visitors; opening, updating and morguing claims and lawsuits; maintaining and updating filing system for topic files and legal opinions; reviewing, posting and notifying attorneys of all court calendars; preparing City Council claims letters and following through on payments of claims and settlements; generation and distribution of office master court calendars; legal typing, word processing and computer data input as necessary.

Such other necessary, similar or related receptionist, secretarial and clerical functions as may be assigned from time to time by the City Attorney and/or his designees. Duties will be performed subject to direction and supervision of City Attorney and/or his designee.

2. Minimum Qualifications:

High School diploma. Two (2) years experience as a receptionist or any equivalent combination of business or legal secretarial experience and training which provides a demonstrated potential for performing the duties of the position.

Reasonable and satisfactory experience with, and knowledge of, legal and court systems, procedures and pleadings, office computer hardware and software (Microsoft Word, etc.), fax machines, copiers and multi-extension telephone system.

3. COMPENSATION PLAN: \$22-25,000.00 (4 Steps)

Starting salary commensurate with skills and experience.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

CLASS TITLE: PAYROLL CLERK II

1. Duties that are characteristic as to type and level:

Payroll work of more than ordinary difficulty and responsibility i.e. **verifies accuracy of all Civil Service payrolls as mandated by Section 14, Civil Service Provisions of the City Charter, and initiates any corrections or adjustments. Maintains formal, definitive, and permanent centralized personnel records. Insures that all collective bargaining agreements are upheld relative to payroll issues. Insures the accountability of all Civil Service payrolls. Instructs and assists/supervises other department Payroll Clerks. Performs complex office duties and related work as required under general supervision in the department.**

2. Typical tasks or assignments:

Prepares various documents for personnel and payroll changes; additions or removals from payroll, pension, union dues, tax and salary adjustments, overtime, night differentials, holiday pay, employee status changes, etc. **Assigns employee payroll numbers.** Enters weekly payroll and retrieves data from computer system. Tracks daily time and attendance. Reviews timecards. **Computes and/or checks all salary and personnel changes including overtime, advanced payments, merit and acting increases, holiday pay, employee payouts for terminated, resigned or retired employees, classification changes, suspensions, leaves of absence, etc. Checks, verifies and certifies transaction proof reports for all payrolls and makes all necessary adjustments and corrections. Posts employees weekly pay onto record cards. Maintains a variety of personnel records: attendance (sick leave, vacation, personal time and holidays); employee history cards; special payments, etc. Responsible for implementing and overseeing special payrolls working closely with ITS i.e. vacation buyout, uniform allowance, holiday pay, education incentive, travel allowance, contractual bargaining increases, longevity and all unions retroactive payments. Works closely with OPM for budget purposes. Records and implements warnings, suspensions, leaves of absence, worker's compensation, probations, permanent appointments, grievance settlements, furloughs, etc. Responsible for the canceling or adjustments of checks by producing manual checks. Prepares a variety of reports and forms such as benefit status reports, new members report to NAGE union, 120 day provisional letters, wage verifications, unemployment compensation statements, etc. Prepares salary increases for Trades Union. Works with department heads on budgetary predictions. Records commission action. Updates and maintains record of salary pay plans. Answers telephones, directs callers and handles all inquiries pertaining to payroll or personnel matters. Does routine filing.**

3. Minimum qualification requirements:

- a. As to education, training and experience:
 - b. High school graduation.
 - c. Three years of satisfactory office experience preferably with some
 - d. experience in bookkeeping and computation work.
 - e. **Tenure as a Civil Service Payroll Clerk I for at least (one) year.**
- b. As to special knowledge, ability and skill:

In depth knowledge of GENESYS payroll system.

Excellent history of attendance.

Special knowledge of contents of all City Union Contracts.

Ability to solve complex mathematical computations rapidly and accurately.

Considerable knowledge of office practices and procedures.

Working knowledge of various city departments.

Ability to maintain complex and varied clerical records and to prepare reports.

Basic knowledge of routine data processing techniques including coding and data entry,.

Ability to work under pressure.

Attention to detail and accuracy.

Ability to establish and maintain effective working relationships with other employees, other department officials and the general public.

Class Title: RETIREMENT ADMINISTRATOR

1. Duties that are characteristic as to type and level:

Under limited supervision performs complex clerical and administrative duties involving the Retirement system and Pension Administration for all employees enrolled in the Connecticut Municipal Employees Retirement Fund; related work as required.

2. Typical Tasks or Assignments:

Enrollment of all eligible employees in state retirement plan. Calculates employee's pension data and benefits; provides estimates for employee as to his or her annual pension benefits; initiates the commencement of pension benefits. Maintains files of pension plan history, pension data, correspondence, reports and forms. Initiates recordkeeping and retrieval methods in compliance with government regulations; prepares government reports; assists state comptroller's department in preparation of reports and forms; interviews employees to obtain data necessary to file for pension or disability pension; dissemination of annual pension contribution statement to all employees; visits terminal, ill or hospitalized employees to initiate pension applications; works with Payroll Division in computing retirement benefits; wage verifications for retirees' computation of raises for retirees 65 or older; prepares tax changes for retirees; processing all changes in system for deceased employees; drafts financial, statistical, narrative and/or other reports as requested; utilizes a variety of management information systems including word processing and spreadsheets.

3. Minimum qualifications requirement:

(a) As to education, training and experience:

High school graduation with commercial courses, at least 8 years of progressively responsible clerical or administrative experience of which at least 3 years would be at a level of Accounting Clerk I or Mini-Computer Operator.

(b) As to special knowledge, ability and skill:

Thorough knowledge of the function, practices and procedures attendant to a Pension Administration program.

Class Title: RETIREMENT ADMINISTRATOR, Continued:

Thorough knowledge of modern office management practices and procedures.

Thorough knowledge of a variety of management information systems, including but not limited to Microsoft Windows, Microsoft Word, Microsoft - Excel, Wor. Perfect, E-Mail

Exceptional ability to interact effectively with others

Administrative ability

Thorough knowledge of standard bookkeeping practices, and statistical analysis.

POSITION TITLE: LEGAL ASSISTANT TO THE CITY ATTORNEY

DUTIES THAT ARE CHARACTERISTIC AS TO TYPE AND LEVEL:

Responsible for: general assignment of duties to, and supervision of, law office support staff, and implementation of office policies, procedures, rules and regulations – subject to the direction, supervision, management and authorization of the City Attorney; providing assistance to the City Attorney with coordination of case and file management; such other necessary, similar or related supervisory functions as may be assigned by the City Attorney.

Performs all typical duties of the position of paralegal (JCC 1258).

Reports to the City Attorney regarding supervisory functions; performs paralegal functions under the the supervision of the City Attorney, Deputy City attorney or their designees.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Paralegal Studies from an accredited university.
- Minimum four (4) years of continuing satisfactory experience as a paralegal.
- At least two (2) of service as a paralegal in the Bridgeport City Attorney's Office is preferred.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

SWITCHBOARD OPERATOR

1. Duties that are characteristic as to type and level:

Telephone switchboard work of ordinary difficulty and responsibility in operating a private branch telephone switchboard in a public building, department, or institution; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Answers telephone calls and makes connections; operates a signal system; keeps record of calls; checks bills and collects money due for personal calls; gives information regarding the work of a department or institution; does simple clerical and typing work; receives and sends telegrams; places long distance calls; locates persons in the building; incidentally may act in receptionist capacity.

3. Minimum qualification requirements:

- a. As to education, training, and experience:

High school graduation.

One year of clerical experience.

Any equivalent combination of education and experience.

- b. As to special knowledge, ability, and skill:

Considerable knowledge of the operation of a telephone switchboard.

Ability to enunciate clearly and distinctly.

Working knowledge of office practices and procedures.

CLASS TITLE: EMERGENCY REPORTING SERVICE OPERATOR

1. Duties that are characteristic as to type and level:

Telephone switchboard work of ordinary difficulty and responsibility in operating on assigned shifts the emergency reporting service switchboard of the City of Bridgeport; related work as required; performed under general supervision.

2. Typical tasks or assignments:

As Emergency Reporting Service Operator receives and handles emergency calls for the Police and Fire Departments; obtains and records street location and nature of emergency, logging time and essential details; in case of fire determines the engine company serving the location from information located in Kardex file or "Running Cards"; dispatches apparatus and personnel to the proper location, including ambulances and fire trucks; lights equipment status lamps on switchboard showing the availability and assignment of the several fire companies; transmits information over teletype at the beginning and end of the emergency and at other times as required; handles automatic alarms originating from schools and hospitals according to strict operating procedures; reports switchboard equipment trouble; removes fire tickets from message tickets and replaces rolls of paper tape as needed; types miscellaneous reports; and receives and logs routine check-in calls from police officers.

3. Minimum qualifications and requirements:

a. As to education, training and experience:

High school graduation or equivalent; or,
Some high school education and some satisfactory switchboard experience; or,
A satisfactory equivalent combination of education and experience.

b. As to special knowledge, ability, and skill:

Good knowledge of the location of streets and important buildings in the City.
Aptitude for proper operation of a switchboard.
Ability to keep calm and operate efficiently during emergencies.
Clear speaking voice and excellent hearing.

CLASS CODE: 1203

CLASS TITLE: DATA ENTRY EQUIPMENT OPERATOR I

1. Duties that are characteristic as to type and level:

Basic data processing equipment work of ordinary difficulty and responsibility in the preparation or processing of accounting records and reports, payrolls, collection lists and summaries or bills; related work as required; performed under supervision.

2. Typical tasks or assignments:

Converts source documents into computer-acceptable form by use of a keyboard machine, such as a keypunch/verifier, key-to-tape/disk, or direct data entry device. Keys and verifies results according to procedures provided.

3. Minimum qualification requirements:

- a. As to education, training and experience:

High school graduation.

Some training in key encoding devices.

- b. As to special knowledge, ability and skill:

Working knowledge of the operation and various applications of key encoding devices.

Ability to follow detailed instructions.

Demonstrated skill as a machine operator.

If the data entry is directly from a keyboard device to the computer system, the operator must also be trained in the operating characteristics of the software system used to enter the data in the computer.

CLASS TITLE: DATA ENTRY EQUIPMENT OPERATOR II

1. Duties that are characteristic as to type and level:

Basic and skilled data processing equipment operation work of more than ordinary difficulty and responsibility in the processing of accounting records and reports, payrolls, collection lists and summaries and bills; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Makes reconciliations, tabulations, listings, runs, statements, reports; prepares vendors' bills, tax bills, equipment charge statements, monthly cash receipt runs, control sheets, check registers and pupil enumeration lists; may also prepare bank reconciliation lists and totals; prepares quarterly social security reports and annual W-2 statements of earnings; has charge of payroll preparation.

Converts source documents into computer-acceptable form by use of a keyboard operation machine such as a keypunch/verifier, key-to-tape/disk or direct entry device. Keys and verifies results according to procedures provided.

3. Minimum qualification requirements:

a. As to education, training and experience:

High school graduation.

Not less than two years of progressively responsible experience in operating key encoding equipment.

b. As to special knowledge, ability and skill:

Considerable knowledge of the operation and various applications of key encoding devices.

Knowledge of departmental practices and procedures.

Ability to adhere to detailed instructions.

Demonstrated skill as a machine operator.

If the data entry is directly from a keyboard device to the computer system, the operator must also be trained in the operating characteristics of the software system used to enter into the computer.

CLASS TITLE: DATA ENTRY EQUIPMENT OPERATOR III

1. Duties that are characteristic as to type and level:

Skilled supervisory data processing operation work of ordinary difficulty and responsibility, requiring the supervision and control of operations in a small sized machine accounting and documentation center; related work as required; performed under general direction.

2. Typical tasks or assignments:

Supervises a group of data entry operators engaged in Central Machine Accounting, payroll and billing operations or in producing reports applicable to department which assigned; maintains control of operators; schedules and coordinates work and work flow; prepares and maintains standard procedures and instructions; trains new personnel; maintains inventory control and requisitions paper and other supplies needed in data entry activities.

3. Minimum qualification requirements:

a. As to education, training and experience:

High school graduation.

Not less than three years of progressively responsible data entry experience.

b. As to special knowledge, ability and skill:

Thorough knowledge of the operation and various applications of data entry devices.

Thorough knowledge of departmental practices and procedures.

Demonstrated skill as a data entry operator.

Ability to lay out work for others, to direct them in their work and to get them to work together effectively.

City of Bridgeport Job Description

Position: Data Analyst

Union: NAGE

Class Code: 1208

General Statement of Duties:

The Data Analyst's responsibility is to collect, organize, maintain, and interpret / analyze data received from internal and external data sources for the benefit of the assigned department and the City. The job requires excellent skills in the use of computers and software related to data analysis and the ability to interface effectively with supervisors, peers, and customers. The Data Analyst also presents data, ideas and consolidated information to the department manager / department head to identify past and current department activities and future opportunities for improvements.

Reports to: Department manager / Department head as appropriate

Illustrative Duties:

1. Gather data from various sources and compile into a useable format to analyze and present useable information to department head. Designs reports based on specific departmental needs.
2. Ensure departmental data is accurately and consistently maintained and troubleshoot inconsistencies. Assist staff with correctly entering data into department or City information system.
3. Assists with creation of accurate and timely reports such as budget reports or other reports related to department operations.
4. Provides reports as requested by the department manager / department head.
5. Performs database and application integration and interchanges between locally developed systems and vendor-supplied applications.
6. Assists with coordination and troubleshooting of database and software systems when necessary.
7. Performs other duties as assigned by the department manager / department head.

Minimum Qualifications:

Knowledge, Skills and Abilities

- Associate's Degree in Statistics, Mathematics, Marketing, Economics, Accounting, Business Administration, Management Information Systems or Computer Science from an accredited college or university.
- Demonstrated proficiency in MS Office applications with advanced expertise in Microsoft Excel.

Experience and Training:

- Two years prior experience in a Data Analyst or equivalent position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

CLASS TITLE: TELECOMMUNICATION/DISPATCH OPERATOR

1. Duties that are characteristic as to type and level:

Performs work of moderate difficulty in answering requests for police service; operation of Communication Center equipment; operation of CRT Terminal; and the performance of related work as required.

2. Typical tasks or assignments:

~~A~~ Telecommunications Operator receives and analyzes calls for police services; determines the nature and priority of the calls; dispatches and provides general information.

3. Minimum qualifications and requirements:

- a. As to education, training and experience:

High school graduation or equivalent; ability to touch type on a standard typewriter keyboard at 35 wpm.

- b. As to special knowledge, ability and skill:

Clear speaking voice and good hearing.
Ability to keep calm and operate efficiently during emergencies.
Aptitude for proper operation of Communication Center equipment.
Ability to keep calm and operate efficiently during emergencies.

Class Code: 1214

Class Title: PUBLIC SAFETY TELECOMMUNICATOR

Duties that are characteristic as to type and level:

Performs responsible technical work in a fast-paced environment, receiving critical calls from the public for emergency services assistance. Police, Fire and medical services personnel and equipment are then coordinated and dispatched, often in response to emergency and/or life-threatening situations. Work requires frequent independent thinking and resourcefulness in a complex environment. Performs related work as required. Work is performed under the regular supervision of a Public Safety Communications Supervisor.

Typical tasks and assignments:

Processes calls for police, fire and ambulance, and public works including emergency and non-emergency calls for service consistent with established policies and procedures; assesses calls quickly, obtains critical and pertinent information – often times from hysterical or irate callers; classifies and prioritizes problems and determines proper response in an urgent and time critical manner; monitors units and maintains status of each unit during potentially dangerous and life-threatening situation; always available to provide assistance instantaneously; routinely faces with situations requiring split-second decisions/judgements, which could result in City liability issues; frequently handles time sensitive and confidential information, determining the proper dissemination of same; records information into the computer and ensures the accuracy of such information; coordinates activities of emergency services agencies (police, fire, ambulance, rescue) during city-wide disaster situations; operates various complex state-of-the-art communications equipment (COLLECT, NCIC (Nationwide Criminal Information Network), radio system, CAD (Computer Aided Dispatch) system, Modular ANI/ALI Retrieval System, Telecommunications Device for the Deaf, paging system); sends receives and disseminates messages to and from other agencies/jurisdictions; executes extensive file searches and updates relative to location history, hazard information and record management data; makes appropriate notifications at the units' request (alarm notifications, wrecker service, etc.); provides testimony in court proceedings; maintains security of the Public Safety Communications facility; coordinates daily with the Federal Emergency Management Agency (FEMA) through the National Warning System (NAWAS).

Supervisory Responsibilities

May be called upon to handle the daily responsibilities of the shift supervisor in the absence of the supervisor and assistant.

Minimum qualification requirement:

a. As to education, training and experience:

High school diploma or education equivalency diploma. Experience in customer service and moderate computer skills are desired. Accurately type 20 words per minute. Excellent team skills, ability to speak clearly and concisely over the radio and telephone and strong customer service skills.

Must possess or the ability to obtain a valid driver's license to operate a motor vehicle in the State of Connecticut. Must pass physical examination including drug screen of controlled substances, pass background investigation and pass a psychological exam. Must have acceptable work history.

b. As to special knowledge, ability and skill:

Ability to remain calm, think clearly, quickly assess and evaluate situations, organize thought and respond quickly in emergency and stressful situations, effectively coordinate emergency dispatch of public safety equipment and personnel without delay; works rotating day off schedule that includes weekends and holidays; assigned one of three fixed shifts (midnight, daylight, evening); reports to work during inclement weather; subject to call back during emergency situations, i.e. disasters, severe storms, below minimum staffing; ability to maintain an open and non-judgmental attitude in dealing with a diverse population; ability to establish and maintain effective working relationships and public relations; ability to exhibit solid interpersonal skills, including conflict resolution skills to work with citizens, other agencies and employees; ability to handle multiple tasks simultaneously and move quickly from one assignment to another.

CLASS CODE: 1230

CLASS TITLE: TYPIST I - 35 Hours

1. Duties that are characteristic as to type and level:

A combination of general office and typing work of ordinary difficulty and responsibility; related work as required; performed under supervision.

2. Typical tasks or assignments:

Types from plain copy, or rough draft, a variety of forms, documents, reports or tabular listings; types form letters, stencils and index cards; checks line payroll items, and computations of salaries, deductions and charges; checks standard records or reports for completeness and correctness of information; does simple filing or searching of files; directs callers.

3. Minimum qualification requirements:

a. As to education, training and experience:

High school graduation, including typewriting and commercial courses.

A satisfactory equivalent combination of education, training and experience.

b. As to special knowledge, ability and skill:

Knowledge of business English, spelling and commercial arithmetic.

Working knowledge of modern office practice and procedure.

Ability to type accurately and neatly from plain copy at a speed of not less than 35 standard words a minute.

CLASS CODE: : 1231

CLASS TITLE: CLERK I - 35 Hours

1. Duties that are characteristic as to type and level:

A combination of clerical and general office work of ordinary difficulty and responsibility; related work as required; performed under supervision.

2. Typical tasks or assignments:

Checks prescribed items against each other; does simple posting, extension or checking-work in accordance with established routines; checks line payroll items and computations of salaries, deductions and charges; files records and forms; runs adding machine to check column totals and cross footings; enters routine information into special record books or cards; keeps attendance records; directs callers.

3. Minimum qualification requirements:

a. As to education, training and experience:

High school graduation, including commercial courses.
A satisfactory equivalent combination of education, training and experience.

b. As to special knowledge, ability and skill.

Knowledge of business English, spelling and commercial.
Ability to perform routine clerical tasks with speed and accuracy.

CLASS TITLE: TYPIST II - 35 Hours**1. Duties that are characteristic as to type and level:**

A combination of general office typing and clerical work of more than ordinary difficulty and responsibility; related work as required; performed under general supervision.

2. Typical tasks or assignments:

In matters of involved routine or complex subject matter, keeps office records and makes up statements or reports from such records; checks and verifies payrolls and supporting documents for accuracy and correctness of information; works up data for inclusion in relatively complex statistical reports; handles requests for information and data of many different varieties, requiring intimate knowledge of the practices and procedures of the office to which assigned; performs typist tasks of moderate difficulty, but requiring considerable speed and accuracy.

3. Minimum qualification requirements:**a. As to education, training and experience:**

High school graduation (supplemented by courses in typewriting).

A minimum of three years of satisfactory office experience.

A satisfactory equivalent combination of education and experience.

b. As to special knowledge, ability and skill:

Considerable knowledge of modern office practices and procedures.

Good knowledge of the functions and work of the various city departments.

Ability to type neat and accurately from plain copy at a rate of not less than forty standard words a minute.

Ability to make work decisions in accordance with established department rules, regulations and policies.

Ability to establish and maintain effective working relationship with the public and other employees.

Ability to maintain complex or varied clerical records, and to prepare reports.

CLASS TITLE: STENOGRAPHER - 40 Hours**1. Duties that are characteristic as to type and level:**

A combination of clerical, stenographic, and secretarial work of more than ordinary difficulty and responsibility; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Performs clerical work equivalent in difficulty and responsibility to that of a Clerk II, with the additional requirement of considerable speed and accuracy in taking and transcribing oral or machine dictation. Serves as secretary or clerical assistant to the head of a department or agency, or board or commission, of city government (including the head of one of the major organization units in the board of education, or the principal of a high school). Performs more difficult and responsible clerical and record keeping functions, requiring the exercise of tact, discretion, and judgment; takes dictation and transcribes letter, reports, statements, memoranda, and other material. Relieves superior of minor clerical and administrative details. Personally performs all of the clerical work for a relatively small department, or supervises a relatively small group of clerical employees engaged in typing, filing, listing, sorting, posting or other routine work.

3. Minimum qualification requirements:**a. As to education, training, and experience:**

High school graduation, including commercial, shorthand and typing courses.

Three years of progressively responsible office clerical and stenographic experience.

Any equivalent combination of education, training, and experience.

b. As to special knowledge, ability, and skill:

Ability to take shorthand notes at the rate of 80 standard words a minute, and to transcribe notes at the rate of 25 standard words a minute on a standard typewriter.

Good knowledge of modern office methods and practices.

Ability to make work decisions in accordance with established department rules and regulations and policies.

Ability to establish and maintain effective working relationships with the public and other employees.

Ability to maintain complex or varied clerical records, and to prepare reports.

CLASS TITLE: PAYROLL CLERK - 40 Hours**1. Duties that are characteristic as to type and level:**

Clerical and general office work of more than ordinary difficulty and responsibility related to compiling, posting and checking municipal payrolls and maintaining various personnel records; related work as required; performed under general supervision; performs general office duties related to the department assigned.

2. Typical tasks or assignments:

Prepare data processing forms for various personnel and payroll changes; addition or removal from payroll, pension, union dues, tax and salary adjustments, etc.; enters and retrieves data from computer system; checks and verifies payroll appropriation sheets and makes necessary adjustments and corrections; maintains a variety of personnel records: attendance, sick leave, vacation, personal time, holidays, employee history cards, etc.; reviews timecards; computes and/or checks all salary and personnel changes including overtime, advanced vacation payments, merit increases, collective bargaining increases, longevity, retroactive payments, warnings, suspensions, holiday pay, leaves of absence, classification changes, terminations, etc.; posts employees' weekly pay onto record cards, verifies accuracy and initiates any corrections or adjustments; assigns employee payroll numbers; distributes payroll checks and is responsible for any adjustments in checks such as cancellations, preparing manual checks, etc.; prepares a variety of reports and forms such as workman compensation, wage verification and unemployment compensation statements, etc.; types various letters, forms and reports; does routine filing; answers telephones, directs callers and handles all inquiries pertaining to payroll.

3. Minimum qualification requirements:**a. As to education, training and experience:**

High school graduation.

Three years of satisfactory office experience preferably with some experience in bookkeeping and computation work.

Tenure as a Civil Service Typist II, Clerk II or Accounting Clerk I for at least one year.

b. As to special knowledge, ability and skill:

Considerable knowledge of office practices and procedures.

Working knowledge of various city departments.

Ability to maintain complex and varied clerical records and to prepare reports.

Basic knowledge of routine data processing techniques including coding and data entry.

Ability to work under pressure and effectively with others.

Attention to detail and accuracy.

CLASS CODE: 1235

CLASS TITLE: DATA ENTRY EQUIPMENT OPERATOR I - 35 Hours

1. Duties that are characteristic as to type and level:

Basic data processing equipment work of ordinary difficulty and responsibility in the preparation or processing of accounting records and reports, payrolls, collection lists and summaries or bills; related work as required; performed under supervision.

2. Typical tasks or assignments:

Converts source documents into computer-acceptable form by use of a keyboard machine, such as a keypunch/verifier, key-to-tape/disk, or direct data entry device. Keys and verifies results according to procedures provided.

3. Minimum qualification requirements:

a. As to education, training and experience:

High school graduation.

Some training in key encoding devices.

b. As to special knowledge, ability and skill:

Working knowledge of the operation and various applications of key encoding devices.

Ability to follow detailed instructions.

Demonstrated skill as a machine operator.

If the data entry is directly from a keyboard device to the computer system, the operator must also be trained in the operating characteristics of the software system used to enter the data in the computer.

CLASS TITLE: DATA ENTRY EQUIPMENT OPERATOR II - 35 Hours**1. Duties that are characteristic as to type and level:**

Basic and skilled data processing equipment operation work of more than ordinary difficulty and responsibility in the processing of accounting records and reports, payrolls, collection lists and summaries and bills; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Makes reconciliations, tabulations, listings, runs, statements, reports; prepares vendors' bills, tax bills, equipment charge statements, monthly cash receipt runs, control sheets, check registers and pupil enumeration lists; may also prepare bank reconciliation lists and totals; prepares quarterly social security reports and annual W-2 statements of earnings; has charge of payroll preparation.

Converts source documents into computer-acceptable form by use of a keyboard operation machine such as a keypunch/verifier, key-to-tape/disk or direct entry device. Keys and verifies results according to procedures provided.

3. Minimum qualification requirements:**a. As to education, training and experience:**

High school graduation.

Not less than two years of progressively responsible experience in operating key encoding equipment.

b. As to special knowledge, ability and skill:

Considerable knowledge of the operation and various applications of key encoding devices.

Knowledge of departmental practices and procedures.

Ability to adhere to detailed instructions.

Demonstrated skill as a machine operator.

If the data entry is directly from a keyboard device to the computer system, the operator must also be trained in the operating characteristics of the software system used to enter into the computer.

CLASS CODE: 1237

CLASS TITLE: DATA ENTRY EQUIPMENT OPERATOR III - 35 Hours

1. Duties that are characteristic as to type and level:

Skilled supervisory data processing operation work of ordinary difficulty and responsibility, requiring the supervision and control of operations in a small sized machine accounting and documentation center; related work as required; performed under general direction.

2. Typical tasks or assignments:

Supervises a group of data entry operators engaged in Central Machine Accounting, payroll and billing operations or in producing reports applicable to department which assigned; maintains control of operators; schedules and coordinates work and work flow; prepares and maintains standard procedures and instructions; trains new personnel; maintains inventory control and requisitions paper and other supplies needed in data entry activities.

3. Minimum qualification requirements:

a. As to education, training and experience:

High school graduation.

Not less than three years of progressively responsible data entry experience.

b. As to special knowledge, ability and skill:

Thorough knowledge of the operation and various applications of data entry devices.

Thorough knowledge of departmental practices and procedures.

Demonstrated skill as a data entry operator.

Ability to lay out work for others, to direct them in their work and to get them to work together effectively.

City of Bridgeport Job Description

Position: Data Analyst

Union: NAGE

Class Code: 1238**General Statement of Duties:**

The Data Analyst's responsibility is to collect, organize, maintain, and interpret / analyze data received from internal and external data sources for the benefit of the assigned department and the City. The job requires excellent skills in the use of computers and software related to data analysis and the ability to interface effectively with supervisors, peers, and customers. The Data Analyst also presents data, ideas and consolidated information to the department manager / department head to identify past and current department activities and future opportunities for improvements.

Reports to: Department manager / Department head as appropriate

Illustrative Duties:

1. Gather data from various sources and compile into a useable format to analyze and present useable information to department head. Designs reports based on specific departmental needs.
2. Ensure departmental data is accurately and consistently maintained and troubleshoot inconsistencies. Assist staff with correctly entering data into department or City information system.
3. Assists with creation of accurate and timely reports such as budget reports or other reports related to department operations.
4. Provides reports as requested by the department manager / department head.
5. Performs database and application integration and interchanges between locally developed systems and vendor-supplied applications.
6. Assists with coordination and troubleshooting of database and software systems when necessary.
7. Performs other duties as assigned by the department manager / department head.

Minimum Qualifications:**Knowledge, Skills and Abilities**

- Associate's Degree in Statistics, Mathematics, Marketing, Economics, Accounting, Business Administration, Management Information Systems or Computer Science from an accredited college or university.
- Demonstrated proficiency in MS Office applications with advanced expertise in Microsoft Excel.

Experience and Training:

- Two years prior experience in a Data Analyst or equivalent position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

CLASS CODE: 1239

CLASS TITLE: ACCOUNTING CLERK I - 35 Hours**1. Duties that are characteristic as to type and level:**

Clerical and account keeping and posting work of ordinary difficulty and responsibility in connection with the recording, controlling, posting, and checking of accounting transactions including charges, collections, and payments; related work as required; performed under technical supervision.

2. Typical tasks or assignments:

Maintains subsidiary ledger records; verifies calculations of accounts payable and receivable, posts entries, takes trial balances, and prepares a variety of standardized reports of prescribed form; receives and records miscellaneous cash receipts; frequently, the assignment requires the operation of a standard bookkeeping and posting machine; checks payrolls and payroll records; keeps cost records; prepares bank deposits; preaudits invoices and claims presented for payment; prepares monthly statements of money received from various sources; maintains standardized account controls of disbursements, and of material and labor costs.

3. Minimum qualification requirements:**a. As to education, training, and experience:**

High school graduation.

At least two years of clerical office experience, preferably in accounting or bookkeeping work (and training in the operation of a standard bookkeeping and posting machine, where required).

Any equivalent combination of education, training, and experience.

b. As to special knowledge, ability, and skill:

Working knowledge of the fundamental principles of bookkeeping.

Working knowledge of standard office practices and procedures.

Skill and accuracy in performing arithmetic computations.

CLASS CODE:

1240

CLASS TITLE: ACCOUNTING CLERK I - 40 Hours**1. Duties that are characteristic as to type and level:**

Clerical and account keeping and posting work of ordinary difficulty and responsibility in connection with the recording, controlling, posting, and checking of accounting transactions including charges, collections, and payments; related work as required; performed under technical supervision.

2. —Typical tasks or assignments:

Maintains subsidiary ledger records; verifies calculations of accounts payable and receivable, posts entries, takes trial balances, and prepares a variety of standardized reports of prescribed form; receives and records miscellaneous cash receipts; frequently, the assignment requires the operation of a standard bookkeeping and posting machine; checks payrolls and payroll records; keeps cost records; prepares bank deposits; preaudits invoices and claims presented for payment; prepares monthly statements of money received from various sources; maintains standardized account controls of disbursements, and of material and labor costs.

3. Minimum qualification requirements:**a. As to education, training, and experience:**

High school graduation.

At least two years of clerical office experience, preferably in accounting or bookkeeping work (and training in the operation of a standard bookkeeping and posting machine, where required).
Any equivalent combination of education, training, and experience.

b. As to special knowledge, ability, and skill:

Working knowledge of the fundamental principles of bookkeeping.
Working knowledge of standard office practices and procedures.
Skill and accuracy in performing arithmetic computations.

CLASS TITLE: CASHIER - 35 Hours

1. Duties that are characteristic as to type and level:

Clerical work of more than ordinary difficulty and responsibility in receiving and accounting for money; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Receives and receipts for relatively large volumes of cash and checks, often totaling over one million dollars annually, received in payment of taxes and assessments, and other services; balances daily receipts; assists with the work of preparing records and reports concerning the payment of current and arrears taxes due; answers requests for information from the general public; keeps necessary records and makes, or assists in making required reports.

3. Minimum qualification requirements:

a. As to education, training, and experience:

High school graduation.

Five years of progressively responsible clerical experience, preferably in accounting or bookkeeping work, of which two years shall preferably have included experience in the handling of cash on a commercial basis.

Any satisfactory equivalent combination of education, training, and experience.

b. As to special knowledge, ability, and skill:

Considerable knowledge of cash handling methods.

Considerable knowledge of the types and uses of various forms of checks and drafts.

Ability and skill in counting and changing money.

Maturity and good judgment.

Ability to meet and deal appropriately and effectively with people.

CLASS TITLE: CASHIER - 40 Hours**1. Duties that are characteristic as to type and level:**

Clerical work of more than ordinary difficulty and responsibility in receiving and accounting for money; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Receives and receipts for relatively large volumes of cash and checks, often totaling over one million dollars annually, received in payment of taxes and assessments, and other services; balances daily receipts; assists with the work of preparing records and reports concerning the payment of current and arrears taxes due; answers requests for information from the general public; keeps necessary records and makes, or assists in making required reports.

3. Minimum qualification requirements:**a. As to education, training, and experience:**

High school graduation.

Five years of progressively responsible clerical experience, preferably in accounting or bookkeeping work, of which two years shall preferably have included experience in the handling of cash on a commercial basis.

Any satisfactory equivalent combination of education, training, and experience.

b. As to special knowledge, ability, and skill:

Considerable knowledge of cash handling methods.

Considerable knowledge of the types and uses of various forms of checks and drafts.

Ability and skill in counting and changing money.

Maturity and good judgment.

Ability to meet and deal appropriately and effectively with people.

CLASS CODE:

1244

CLASS TITLE: ACCOUNTING CLERK II - 35 Hours**1. Duties that are characteristic as to type and level:**

Clerical and account keeping and posting work of more than ordinary difficulty and responsibility in connection with the maintenance of journal and ledger controls, pre-auditing, and general hand and machine bookkeeping; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Maintains a variety of appropriation ledger, accounts receivable, accounts payable, and payroll account and payroll distribution controls; normally operates a standard bookkeeping and posting machine; posts to general ledger accounts; takes trial balances; prepares end of year records for closing, including pre and post closing trial balances; takes trial balances monthly of all accounts for which responsible; may be assigned specific secretarial and administrative duties of an accounting nature for the Comptroller; performs invoice control duties.

3. Minimum qualification requirements:**a. As to education, training, and experience:**

High school graduation.

At least five years of progressively responsible clerical and account clerical experience, of which three years shall have been at or equivalent to an Accounting Clerk I.

Any equivalent combination of education, training, and experience.

b. As to special knowledge, ability, and skill:

Considerable knowledge of the fundamental principles of bookkeeping and accounting as practiced in government.

Ability to prepare standard financial reports from accounting data, and to maintain standard municipal accounting control records.

Skill and accuracy in arithmetic computation.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

CLASS TITLE: TAX ASSESSMENT CLERK - 35 Hours

1. Duties that are characteristic as to type and level:

Supervisory administrative and sub-professional work in connection with the general work of assessing and record keeping in the Tax Assessor's Office.

2. Typical tasks or assignments:

Applies veterans' exemptions on tax roll to real estate, automobiles, business establishments, boats and furnished rooms; keeps list of disabled veterans, and applies disability percentages to their real estate or personal property; processes elderly exemption forms, and figures the percentage entitled to on tax roll; verifies veteran's exemption granted against tax roll for real estate and personal property; prices all motor vehicles; assists in the preparation of reports and budgets; supervises typing, filing and other clerical functions; assists in explaining rules and regulations of the Assessor's Office to the attorneys, title searchers and the general public.

3. Minimum qualification requirements:

a. As to education, training and experience:

High school graduation.

Not less than six years of satisfactory experience in the general field of personal and real property assessment.

Or a satisfactory equivalent combination of experience and education.

b. As to special knowledge, ability and skill:

Good knowledge of the principles and practices of the assessment of real and personal property.

Good knowledge of the methods practices and routines of the Tax Assessor's Office.

Ability to lay out work for others, to direct them in their work, and to get them to work together effectively.

Ability to make detailed mathematical computations.

Typing ability.

CLASS CODE: 1246

CLASS TITLE: PROPERTY APPRAISER I - 35 Hours

1. Duties that are characteristic as to type and level:
Beginning professional level office or field work of ordinary difficulty and responsibility principally in connection with the inspection and appraisal of personal property for taxation purposes; related work as required; performed under supervision.
2. Typical tasks or assignments:
Works as an appraisal assistant with primary responsibilities either in the office, maintaining map and land records, or as a field appraiser of real or personal property; lends assistance as required in all aspects of the work of assessing and record keeping; makes field inspections and appraisals of personal property in stores, offices, and all but the largest business establishments, as well as trucks, trailers, boats, and equipment; performs field work in connection with real property evaluation such as location, measurement, and sketching of buildings; inspects structure, foundation, roofing, fixtures, and finish, and inspects rooms as to classification, age, condition, and area, and the condition of land for value and allowances; verifies legal descriptions of property in cases of transfers involving division or sub-division of property; makes corrections, revisions, alterations, and additions on assessor's city maps; reviews work sheets and furnishes clerical staff with correct titles of property involving map changes; computes land values based on front foot, square foot, or area unit values established by the assessor where properties are affected by consolidation or sub-division; assists as required in the administrative work of the assessor's office; assists in explaining procedures to taxpayers and other interested persons.
3. Minimum qualification requirements:
 - a. As to education, training, and experience:
Either: college graduation, including courses in public or business administration, or engineering, supplemented by basic and advanced courses in property appraisal and assessment; or, high school graduation, with the equivalent of two years of college study with the special course content named above, supplemented by three years of varied and professional experience in the field of property valuation, appraisal, and assessment.
Or any equivalent combination of education, training, and experience.
 - b. As to special knowledge, skill and ability:
Good knowledge of the principles and practices of real and personal property valuation.
Familiarity with the laws, rules, and regulations governing real and personal property assessment.
Ability to make detailed mathematical computations.

CLASS CODE:

1247

CLASS TITLE: PROPERTY APPRAISER II - 35 Hours**1. Duties that are characteristic as to type and level:**

Professional appraisal work of more than ordinary difficulty and responsibility in connection with the appraisal and assessment of real property for taxation purposes; related work as required; performed under general supervision or direction; exercises supervision over the work of one or several professional or sub-professional assistants and/or clerical personnel.

2. Typical tasks or assignments:

Serves as a professional assistant to the Tax Assessor in carrying out a program of continual appraisal and assessment of taxable real property, particularly of real estate; discusses real property valuation questions with taxpayers; makes recommendations concerning the assessed valuation of real property; participates in the compilation of data for the annual assessment report to the state Tax Commissioners; handles a level of taxpayer problems that require specific knowledge and experience in the field, but which need not or can not be referred to the Tax Assessor; makes preliminary estimates of grade and value of buildings, based on careful study of plans and specifications and construction details; makes field inspections of properties to check construction against plans, verifies tentative estimates of value, and to determine the degree of completion and value of buildings under construction as of the tax date; assigns prices to buildings according to assessment schedules and turns over price information to clerical personnel for processing.

3. Minimum qualification requirements:

- a. As to education, training, and experience:
College graduation, with courses in business or public administration, or engineering.
Basic and advanced specialized courses of study in property appraisal and assessment.
Four years of professional experience in the appraisal and assessment of property.
Or any equivalent combination of education, training, and experience.
- b. As to special knowledge, ability and skill:
Considerable knowledge of the principles and practices of real property evaluation.
Considerable knowledge of the laws, rules, and regulations governing real property assessments.
Ability to perform technical computations.
Ability to meet and deal effectively with people.

CLASS TITLE: COLLECTION AIDE

1. Duties that are characteristic as to type and level:

Will assist staff attorney(s) in the daily processing of paperwork arising from the collection of accounts in arrears.

2. Typical tasks or assignments:

Typing, filing, photocopying, preparation of documents, standard forms and correspondence, inter-department and/or court filings by mail and/or in person, monitor and update collection files, customer contact by telephone and/or in person, similar or other related duties as deemed necessary as assigned by the City Attorney, Office Manager or their designee.

3. Minimum qualifications:

- a. High school diploma or equivalency.
- b. Demonstrated personal computer skills.
- c. Knowledge of and experience with Windows 95 Software or its equivalent.
- d. Mental alertness, accuracy, neatness and dependability.
- e. Ability to work cooperatively with other employees and with the general public.
- f. Experience in the collection of accounts in arrears or customer service experience.
- g. Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

City of Bridgeport Job Description

Position: Data Analyst

Union: NAGE

Class Code: 1252

General Statement of Duties:

The Data Analyst's responsibility is to collect, organize, maintain, and interpret / analyze data received from internal and external data sources for the benefit of the assigned department and the City. The job requires excellent skills in the use of computers and software related to data analysis and the ability to interface effectively with supervisors, peers, and customers. The Data Analyst also presents data, ideas and consolidated information to the department manager / department head to identify past and current department activities and future opportunities for improvements.

Reports to: Department manager / Department head as appropriate

Illustrative Duties:

1. Gather data from various sources and compile into a useable format to analyze and present useable information to department head. Designs reports based on specific departmental needs.
2. Ensure departmental data is accurately and consistently maintained and troubleshoot inconsistencies. Assist staff with correctly entering data into department or City information system.
3. Assists with creation of accurate and timely reports such as budget reports or other reports related to department operations.
4. Provides reports as requested by the department manager / department head.
5. Performs database and application integration and interchanges between locally developed systems and vendor-supplied applications.
6. Assists with coordination and troubleshooting of database and software systems when necessary.
7. Performs other duties as assigned by the department manager / department head.

Minimum Qualifications:

Knowledge, Skills and Abilities

- Associate's Degree in Statistics, Mathematics, Marketing, Economics, Accounting, Business Administration, Management Information Systems or Computer Science from an accredited college or university.
- Demonstrated proficiency in MS Office applications with advanced expertise in Microsoft Excel.

Experience and Training:

- Two years prior experience in a Data Analyst or equivalent position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

CLASS TITLE: ADMINISTRATIVE SPECIALIST

1. Duties that are characteristic as to type and level:

Varied work, in the Building Department, of more than ordinary difficulty and responsibility. Duties include creating and maintaining data bases in MS Excel and Access and future successors; working in a computer software environment for ordering all department needs and paying invoices; entering data and preparing statistical reports of department activities for public distribution; entering data and preparing financial reports of department activities for public distribution; preparing deposits, balancing and maintaining financial records of department revenues; working in a computer software environment for preparing and processing building and demolition permits; manually preparing applications and plans for department filing and applicant distribution; inventory control; maintaining and updating department website; manage and maintain permit and inspection computer software at department level; assist the public; additional assignments as directed by the Building Official.

2. Typical tasks or assignments:

- Answer incoming telephone calls
- Assist customers at counter, answer questions.
- Inventory and order office supplies, print shop products, publications and work tools.
- Pay department invoices.
- Archive all files, records, plans and maintain master archive lists.
- Maintain office file system.
- Update and maintain department web site.
- Designated power-user for development of forms and templates, staff training and maintenance of permit processing software applications.
- Setup and maintain bookkeeping system utilizing software spreadsheets.
- Weekly reconciliation of revenues, complex record keeping and recording revenues into separate revenue accounts.
- Prepares and makes revenue deposits.
- Prepares monthly, quarterly and annual financial reports.
- Prepares monthly, quarterly and annual permit statistic reports.
- Prepares monthly/annual housing statistical reports for State of Connecticut, US Census Bureau, Dodge Reports and other agencies uses.
- Check documents for accuracy; receive permit applications and plans; process permit fees.
- Issue building permits. Enter permit application data into databases. Processes permit forms and instructions. Prepare and file department copies of plans (up to fifty pounds weight) and duplicate copies for return to applicant. Sets up job files and files department plans in vault (includes climbing wall bin ladder).

- Issue demolition permits. Enter permit application data into databases. Processes permit forms. Set up job files.
- Issue sign permits. Enter permit application data into databases. Processes permit forms.
- Issue mechanical, plumbing and electrical permits as needed. Enter permit application data into databases. Processes permit forms.
- Issue certificates of occupancy.
- Issue annual sign licenses and maintain license database.
- Assist customers researching properties. Check computer databases, field cards, files, permit books and archives for information.
- Retrieve plans and files from archives.
- Performs other duties as deemed necessary.

3. Minimum qualification requirements:

- a. High school degree or equivalent.
- b. Six years of progressively responsible clerical or administrative experience; or equivalent combination of education, training and experience.

As to special knowledge and skill:

- a. Strong verbal, written, analytical and interpersonal skills.
- b. Proficiency in various computer software applications, working in a MS Windows equivalent environment.
- c. Good knowledge of standard bookkeeping practices and statistical analysis.
- d. Ability to organize and prioritize work and to meet deadlines.
- e. Ability to solve mathematical computations rapidly and accurately.
- f. Working knowledge of various city, state and federal departments.
- g. Ability to maintain complex and varied clerical records and to prepare reports.
- h. Intermediate knowledge of routine data processing techniques.
- i. Ability to work under pressure.
- j. Attention to detail and accuracy.
- k. Ability to establish and maintain effective working relationships with other employees, other department officials and the general public.

CLASS TITLE: PARALEGAL

General Statement of Duties:

Under the supervision of the City Attorney, Deputy City Attorney, or their designee, a paralegal performs varied work of substantive legal nature that requires knowledge of legal concepts that is customarily, but not exclusively, performed by an attorney. Maintains contact with other legal offices, court personnel, other City departments, elected and appointed officials and the public. Supervision not exercised.

Typical Tasks or Assignments:

- Receives general oral or written direction, frequently requiring independent action.
- Plans and organizes work according to established or standard law office procedures.
- Determines priority of work tasks.
- Conducts initial client interviews and maintains general contact with the client thereafter.
- Performs initial legal research.
- Conducts investigations and statistical and documentary research for review by an attorney.
- Drafts complaints, pleadings, motions, demand letters, settlement documents, contracts and corporate documents for review by an attorney.
- Collects evidence, interviews witnesses, selects and prepares jury instructions. Digests depositions, interrogatories and testimony for review by an attorney. Prepares trial notebooks and performs general case management.
- Assists in trial preparation and attends court trial.
- Independently composes correspondence.
- Reviews court calendars, prepares and maintains docket summary.

Minimum Qualifications:

1. Associate's Degree in Paralegal Studies from an accredited university.
2. Minimum two (2) years of continuing satisfactory experience as a paralegal.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications that comprise this position.

CITY OF BRIDGEPORT

JOB DESCRIPTION

JOB TITLE: Clerical Assistant

Union: NAGE

Class Code: 1259

GENERAL STATEMENT OF DUTIES:

Clerical Assistant is responsible for all duties necessary in providing a more efficient and effective office environment and in assisting with supportive services to department staff.

SUPERVISION RECEIVED:

Acts under the supervision of the department head

SUPERVISION EXERCISED:

None

ILLUSTRATIVE DUTIES:

- Screen and Direct incoming calls and visitors
- Type assigned office documents and correspondence
- Implement and maintain office filing system
- Order and maintain office supplies as necessary
- Setup meetings and conferences as needed
- Assist in logistics for department programs
- Responsible for outgoing and incoming office mail
- Other duties as assigned and required

MINIMUM QUALIFICATIONS:

Knowledge skills and abilities

- Knowledge of office procedure and operations
- Type at least 30 wpm
- Microsoft Office knowledge and computer literacy
- Ability to maintain good working relationship with employees and public

Experience and training

- Any equivalent combination of experience and training which demonstrate ability for performing duties of position
- High School education

This job description is not, nor is it intended to be a complete statement of all duties, functions, responsibilities and qualifications which complete the position.

CLASS CODE: 1260

CLASS TITLE: TAX COLLECTOR CLERK

Typical tasks or assignments (*Main duties, not limited to*):

1. Handles all aspects of cashiering
 - Receives, process and reconcile all tax payments
 - Balance daily receipts
 - Handle all customer issues
2. Manages Bankruptcy files
 - Filing Proof of claim
 - Coding accounts appropriately
3. Handle tax payer concerns
 - Handling phone calls, mail, e-mail etc
4. File UCC liens for delinquent personal property tax and liens for real estate
5. Handle all attorney requests, payoff balances, and process attorney checks
6. Foreclosure processing

Minimum qualification requirements:

As to education, training, and experience:

- High School graduate
- Three years Tax Collection experience
- Experience in a large office setting
- Basic Excel knowledge

As to special knowledge, ability, and skill:

- Ability to communicate effectively to other staff members and the general public
- Have knowledge of the Connecticut laws that govern municipal tax collection
- Have strong technical skills in relation to tax collection software

CLASS CODE: 1261

CLASS TITLE: TAX COLLECTOR CLERK (SPANISH SPEAKING)

Typical tasks or assignments (*Main duties, not limited to*):

1. Handles all aspects of cashiering
 - Receives, process and reconcile all tax payments
 - Balance daily receipts
 - Handle all customer issues
2. Manages Bankruptcy files
 - Filing Proof of claim
 - Coding accounts appropriately
3. Handle tax payer concerns
 - Handling phone calls, mail, e-mail etc
4. File UCC liens for delinquent personal property tax and liens for real estate
5. Handle all attorney requests, payoff balances, and process attorney checks
6. Foreclosure processing

Minimum qualification requirements:

As to education, training, and experience:

- High School graduate
- Three years Tax Collection experience
- Experience in a large office setting
- Basic Excel knowledge

As to special knowledge, ability, and skill:

- Ability to communicate effectively to other staff members and the general public
- Have knowledge of the Connecticut laws that govern municipal tax collection
- Have strong technical skills in relation to tax collection software
- Ability to read, write and speak the Spanish language in order to communicate with members of the Spanish Speaking community fluently.

CLASS CODE: 1262

CLASS TITLE: SENIOR TAX COLLECTOR CLERK

Typical tasks or assignments (*Main duties, but not limited to*):

1. Manages all "Tape to Tape" Processing
 - Receives, process and reconcile all "electronic payments" (Mortgage Companies, Lockbox, Banks, Collection agency, etc.
 - Files Reports/discs
 - Manage escrow companies
2. Manages the Collection agencies:
 - Process weekly payments to collection agency and booting company
 - Tie out liability accounts for all payments made to Collection agency and booting company
3. Manages all Pilot programs:
 - Process all pilot payments per agreements
 - Monitor pilot program for compliance
 - Abate appropriate taxes when payment is received
4. Contact for outside Attorneys:
 - Monitor accounts
 - Handle all attorney requests, payoff balances, process payments etc.
 - Reconcile accounts to attorneys
5. Process STIP – agreements
6. Train and support counter staff
7. Assist with cashiering when needed
8. Assist Accountant when needed
9. General projects when requested

Minimum qualification requirements:

As to education, training, and experience:

- High School graduate
- Three years collection experience
- Experience in a large office setting
- Ability to attain the "Certified Connecticut Municipal Collector" designation, within five years of employment in this position
- Basic Excel knowledge

As to special knowledge, ability, and skill:

- Ability to communicate effectively to other staff members and the general public
- Have knowledge of the Connecticut laws that govern municipal tax collection
- Have strong technical skills in relation to tax collection software

CLASS CODE: 1263

CLASS TITLE: TAX COLLECTOR CUSTOMER SERVICE

Typical tasks or assignments (*Main Duties, not limited to*):

1. Handles all aspects of cashiering
 - Receives, process and reconcile all tax payments
 - Balance daily receipts
 - Handle all customer issues
2. Handle all aspects of customer service
 - Phone calls, mail, e-mail etc
 - Title Searches, payment histories
3. Put on and take off real estate tax liens

Minimum qualification requirements:

As to education, training, and experience:

- High School graduate
- Experience in a large office setting
- Basic Excel knowledge
- Knowledge of tax collection office a plus

As to special knowledge, ability, and skill:

- Ability to communicate effectively to other staff members and the general public
- Have strong technical skills

CLASS CODE: 1299

CLASS TITLE: ACCOUNTING CLERK II (40 hours)

1. Duties that are characteristic as to type and level:

Clerical and account keeping and posting work of more than ordinary difficulty and responsibility in connection with the maintenance of journal and ledger controls, pre-auditing, and general hand and machine bookkeeping; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Maintains a variety of appropriation ledger, accounts receivable, accounts payable, and payroll account and payroll distribution controls; normally operates a standard bookkeeping and posting machine; posts to general ledger accounts; takes trial balances; prepares end of year records for closing, including pre and post closing trial balances; takes trial balances monthly of all accounts for which responsible; may be assigned specific secretarial and administrative duties of an accounting nature for the Comptroller; performs invoice control duties.

3. Minimum qualification requirements:

- a. As to education, training, and experience:

High school graduation.

At least five years of progressively responsible clerical and account clerical experience, of which three years shall have been at or equivalent to an Accounting Clerk I.

Any equivalent combination of education, training, and experience.

- b. As to special knowledge, ability, and skill:

Considerable knowledge of the fundamental principles of bookkeeping and accounting as practiced in government.

Ability to prepare standard financial reports from accounting data, and to maintain standard municipal accounting control records.

Skill and accuracy in arithmetic computation.

CLASS TITLE: ACCOUNTING CLERK I

1. Duties that are characteristic as to type and level:

Clerical and account keeping and posting work of ordinary difficulty and responsibility in connection with the recording, controlling, posting, and checking of accounting transactions including charges, collections, and payments; related work as required; performed under technical supervision.

2. Typical tasks or assignments:

Maintains subsidiary ledger records; verifies calculations of accounts payable and receivable, posts entries, takes trial balances, and prepares a variety of standardized reports of prescribed form; receives and records miscellaneous cash receipts; frequently, the assignment requires the operation of a standard bookkeeping and posting machine; checks payrolls and payroll records; keeps cost records; prepares bank deposits; preaudits invoices and claims presented for payment; prepares monthly statements of money received from various sources; maintains standardized account controls of disbursements, and of material and labor costs.

3. Minimum qualification requirements:

a. As to education, training, and experience:

High school graduation.

At least two years of clerical office experience, preferably in accounting or bookkeeping work (and training in the operation of a standard bookkeeping and posting machine, where required).

Any equivalent combination of education, training, and experience.

b. As to special knowledge, ability, and skill:

Working knowledge of the fundamental principles of bookkeeping.

Working knowledge of standard office practices and procedures.

Skill and accuracy in performing arithmetic computations.



JOB DESCRIPTION

JCC 1302
Union:G NAGE

FINANCIAL MANAGEMENT SPECIALIST

UNION AFFILIATION: NAGE

DUTIES:

- Preparation of complex entries, including assisting with interfund transactions and accruals.
- Monitoring and reporting of billings and collections across funding sources and through various departments in the Board of Education and the City of Bridgeport, such as: Facilities, Payroll, Student Support Services, including State and Federal Grants and Teaching, etc.
- Responsible for conducting account analysis for non-salary expenditures and tracking of certain expenditures as directed by Financial Management Supervisor or Executive Director such as insurance premium payments, fuel, fringe benefits, etc.
- Communicate frequently with Schools and Departments concerning the liquidation of open encumbrances for the Operating Budget.
- Responsible for the pre-audit and posting of revenues into financial system.
- Assist in the processing of requisitions into the financial system and in compliance with current Procurement of Accounts Payable operating procedures and policies.
- Assist in the matching of invoices to existing purchase orders and receiving reports and provide guidance to Departments regarding this task prior to submission of Original Invoice to the Comptroller's Office for payment.
- Analysis and Maintenance of complex accounts such as Student Activity accounts, Vending machines revenues, Utilities, various bank accounts, etc.
- Other duties as assigned by the Executive Director and/or Chief Accountant.

Reports to: Executive Director of Finance, Chief Accountant and Financial Management Supervisor

QUALIFICATIONS:

Bachelor's Degree in Accounting, Business Administration or related field with five (5) years of experience in Procurement, Accounts Payable, Budget Management or Payroll or the equivalent of 5 years of experience for each year of college.

Experience in the MUNIS Financial software and other financial applications preferred.

COMPENSATION:

Step 1	\$44,625.00
Step 2	46,725.00
Step 3	48,825.00
Step 4	50,925.00
Step 5	53,025.00

CLASS TITLE: CASHIER

1. Duties that are characteristic as to type and level:

Clerical work of more than ordinary difficulty and responsibility in receiving and accounting for money; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Receives and receipts for relatively large volumes of cash and checks, often totaling over one million dollars annually, received in payment of taxes and assessments, and other services; balances daily receipts; assists with the work of preparing records and reports concerning the payment of current and arrears taxes due; answers requests for information from the general public; keeps necessary records and makes, or assists in making required reports.

3. Minimum qualification requirements:

- a. As to education, training, and experience:

High school graduation.

Five years of progressively responsible clerical experience, preferably in accounting or bookkeeping work, of which two years shall preferably have included experience in the handling of cash on a commercial basis.

Any satisfactory equivalent combination of education, training, and experience.

- b. As to special knowledge, ability, and skill:

Considerable knowledge of cash handling methods.

Considerable knowledge of the types and uses of various forms of checks and drafts.

Ability and skill in counting and changing money.

Maturity and good judgment.

Ability to meet and deal appropriately and effectively with people.

CLASS TITLE: ACCOUNTING CLERK II

1. Duties that are characteristic as to type and level:

Clerical and account keeping and posting work of more than ordinary difficulty and responsibility in connection with the maintenance of journal and ledger controls, pre-auditing, and general hand and machine bookkeeping; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Maintains a variety of appropriation ledger, accounts receivable, accounts payable, and payroll account and payroll distribution controls; normally operates a standard bookkeeping and posting machine; posts to general ledger accounts; takes trial balances; prepares end of year records for closing, including pre and post closing trial balances; takes trial balances monthly of all accounts for which responsible; may be assigned specific secretarial and administrative duties of an accounting nature for the Comptroller; performs invoice control duties.

3. Minimum qualification requirements:

a. As to education, training, and experience:

High school graduation.

At least five years of progressively responsible clerical and account clerical experience, of which three years shall have been at or equivalent to an Accounting Clerk I.

Any equivalent combination of education, training, and experience.

b. As to special knowledge, ability, and skill:

Considerable knowledge of the fundamental principles of bookkeeping and accounting as practiced in government.

Ability to prepare standard financial reports from accounting data, and to maintain standard municipal accounting control records.

Skill and accuracy in arithmetic computation.

CLASS CODE: 1401

CLASS TITLE: STOCK CLERK

1. Duties that are characteristic as to type and level:

Storekeeping work of ordinary difficulty and responsibility in connection with the receipt, storage, and issuance of materials and supplies, related work as required; performed under immediate supervision.

2. — Typical tasks or assignments:

Acts as assistant to a storekeeper in the more elementary phases of storekeeping or, under relatively close supervision, handles less involved situations; assists and participates in keeping stocks in order, processing necessary delivery, and billing tickets; preparing stock for delivery, checking receipts and deliveries against inventories; salvages stock and material; as work of the specific position and agency permits, may do varied incidental tasks such as custodial and minor maintenance work and incidental driving in the delivery of supplies.

3. Minimum qualification requirements:

a. As to education, training, and experience:

High school graduation.

One year of general office experience, preferably including some connection with inventory recordings.

Any equivalent combination of education and experience.

b. As to special knowledge, ability, and skill:

Working knowledge of stock handling, methods and procedures.

Ability to keep records of stock receipts and deliveries.

**CITY OF BRIDGEPORT
JOB DESCRIPTION**

AUTOMOTIVE PARTS SPECIALIST

Reports to:	Director of Public Facilities
Union:	NAGE

JCC 1402

POSITION:

Stocks and maintains a supply of spare parts as required to ensure maximum effectiveness while providing the minimum of equipment down time. Implements stockroom policies and procedures. Provide all necessary stock room functions and prepares reports relative to the work activities.

GENERAL DUTIES:

Receives oral and written work orders from the Supervisor of Fleet Operations. Plans work according to establish or standard procedures. Determines priority work tasks. Receives and processes requests for automotive, truck supplies and spare parts required by all activities of the garage. Arranges purchases, orders and deliveries of required parts and supplies. Process documentation, i.e invoices, shipping documents, picking up parts, checks deliveries for quantity and condition etc. Maintains storage and accountability of supplies, tools and spare parts storage. Documents and evaluates possible trends or probable problem areas. Prepares and submits reports to the Fleet Operations Manager.

Prepares and maintains records. Schedules and audits stock room operations. Coordinates general housekeeping needs of the stockroom and maintenance shop. Determines areas requiring notifications and recommends improvements to the Supervisor. Performs other duties as required.

QUALIFICATIONS

The skills and knowledge required graduation from high school. One year experience in the field of automotive/truck supply and spare parts procurement, storage and accountability. Knowledge in parts specifications, procurement and inventory. Knowledge of computerized stock keeping procedures. Ability to learn our current RTA software system. Must have working knowledge and be capable of operating related garage equipment such as but not limited to forklifts, hose press machines, lifts and compressors. Must possess a valid driver's license. Understanding of vehicle equipments preventive maintenance records and procedures. Ability to work in poor weather conditions including heat, cold, rain and snow. Ability to lift and carry objects weighting 50 pounds. Ability to work cooperatively with the public and other departments.

This job description is not, nor is it intended to be, a complete statement of all duties, function, responsibilities and qualifications which comprise the position.

CLASS TITLE: STOREKEEPER

1. Duties that are characteristic as to type and level:

Clerical and stock-keeping work, usually involving supervision over one or more assistants, in connection with receiving, storing, and issuing supplies and material; related work as required; performed under direction.

2. Typical tasks or assignments:

Performs varied duties primarily related to stock-keeping and requisition functions depending on the particular methods and requirements of the department served; receives, maintains, stores, and charges out materials, stock, and supplies as necessary for construction, maintenance and repair operations; contacts departmental mechanics and other workers, and assures availability of work and supplies; keeps running control of automotive and allied parts for agencies throughout the city, or of a wide variety of athletic supplies, craft and other materials, maintenance and other tools, or of the larger varied to highly valuable stock of the department of education; checks deliveries for quantity and condition, records and stores, guards against deficiencies in stock on hand, keeps a perpetual inventory, assists, distributes and arranges deliveries; may directly supervise one or more assistants or cooperate with others in receiving, delivering and similar functions; as work of the specific position and agency permits, may do varied incidental tasks such as custodial work in the area, assisting in maintenance inspection or repair and the like.

3. Minimum qualification requirements:

a. As to education, training, and experience:

High school graduation.

Four years of general office experience in progressively responsible work including some experience in inventory or allied work.

Any equivalent combination of education and experience.

b. As to special knowledge, ability and skill:

Thorough knowledge of stock handling methods, and procedures.

Ability to keep complete inventory and cost records.

CLASS TITLE: BUYER

1. Duties that are characteristic to type and level:

Technical administrative work of a difficult and responsible nature in the field of public purchasing, entailing responsibility for buying supplies, materials and services, related work as required; performed under a minimum of administrative direction by the Purchasing Agent or Assistant Purchasing Agent with considerable latitude for the exercise of judgment and purchasing principles.

2. Typical tasks or assignments:

Acts as a buyer in the operation of the Purchasing Department, which is the City's central agency for purchasing supplies, materials and services. Contacts vendors by phone or written means to advise them of the City's particular requirements, obtains pricing information, interviews salespersons that visit the Purchasing Department. Within the areas of responsibility assists in: determining supply sources; reviewing specifications; maintaining files and catalogues of standard and special commodities and prices; reviews continuously departmental supplies, material and service requirements; use of basic office equipment and office procedures; and keeps constantly abreast of market conditions, price trends and procurement techniques.

3. Minimum qualification requirements:

a. As to education, training and experience:

High school graduation, or equivalent, and not less than two years experience in a purchasing department with actual buying experience; or, a satisfactory combination of education, training and experience.

b. As to special knowledge, ability and skill:

Knowledge of purchasing principles and practices.
Ability to type accurately and neatly from plain copy at a speed of not less than thirty standard words per minute.

CLASS TITLE: BUYER AIDE

1. Duties that are characteristic as to type and level:

This is a Purchasing Department position preparing for specialized work in a Purchasing Department as a Buyer or equivalent. An employee in a position allocated to this class acquires knowledge of the procurement process by working with buyers in the review of requisitions, preparation of vendors lists, request for price quotations, supplies price evaluations, purchase order preparation and expediting. Work is performed under the supervision of a buyer and is reviewed for accuracy, content, and conformance with established policies and procedures.

2. Typical tasks or assignments:

Review routine purchase requisitions for compliance with procedures, rules, and regulations. Provides appropriate vendors with product lists to assist in quote preparation. Checks for proper signatory requirements on requisitions. Assists in obtaining competitive price quotations, determining lowest quotes that meets specifications, and providing recommendations; compiles product information; compares samples of products to determine if alternate products are within standards. Prepares quote summary for analysis by buyer in accordance with purchasing policies and procedures. Produces reports. Receives instruction in the basic principles and fundamentals of purchasing. Inputs data daily into Local Government Financial System. Performs related work as required.

3. Minimum qualification requirements:

a. As to education, training and experience:

Graduation from high school or an equivalent recognized certifications, including or supplemented by courses in bookkeeping or business practices; some experience in buying and merchandising or some experience in bookkeeping; or any equivalent combination of related training and experience.

b. As to special knowledge, ability, and skill:

Some knowledge of purchasing principles, policies and procedures. Some knowledge of market conditions and resources. Knowledge of the basic principles of accounting. Knowledge of business English, spelling and grammar. Skill in fundamental computer operations. Ability to conduct research and prepare product specifications. Ability to effectively evaluate and determine acceptability of products. Ability to work independently and exercised judgment. Ability to establish and maintain effective working relationships with employees at all levels in the organization. Ability to communicate effectively both orally and in writing.

CLASS CODE: 1501

CLASS TITLE: PERSONNEL ASSISTANT I

1. Duties that are characteristic as to type and level:

Beginning professional level work of ordinary difficulty and responsibility in the field of public personnel administration; in the area of recruiting, selecting, or classification and compensation; related work as required; performed under professional direction.

2. Typical tasks or assignments:

Prepares test items for use in selecting City employees; assists in conducting tests; scores the work of testees; helps prepare employment lists; assists in ascertaining and recording the duties and responsibilities of positions in the city service and in working out classification plans; collects compensation data; makes simple investigations of employment problems; prepares reports; does incidental clerical work in connection with employment procedure.

3. Minimum qualification requirements:

- a. As to education, training, and experience:

Graduation from a recognized college or university, with major course of study in public administration.
One year of experience in public personnel work.
An equivalent combination of education, training, and experience.

- b. As to special knowledge, ability and skill:

Ability to understand and follow directions.
Ability to size up situations and people and to get along well with others.
Analytical ability; mental alertness; interest in government problems; unimpeachable integrity; accuracy; discretion; tact; good judgment.

CLASS TITLE: PERSONNEL ASSISTANT II

1. Duties that are characteristic as to type and level:

Professional level work of more than ordinary difficulty and responsibility in the field of public personnel administration; related work as required; performed under professional direction.

2. Typical tasks or assignments

Prepares advertising copy and examination announcements; develops and constructs written tests for entrance or intermediate level positions; determines test dates, schedules test for administration, maintains controls and follow-ups on test administration; reviews and analyzes test results; reviews applications and recommends action; contacts employers of applicants; conducts investigations of applicants; answers telephone inquiries; conducts classification studies and field audits; prepares and analyzes statistics on compensation and employment; deals with applicants and candidates in examinations; does responsible and difficult work in connection with hospital, medical, life insurance and pension plans for City employees; supervises clerical employees.

3. Minimum qualifications and requirements:

a. As to education, training and experience:

At least one year of experience as a Personnel Assistant I;
and college graduation, and
Three years of satisfactory experience in public personnel work; or
A satisfactory equivalent combination of education and experience.

b. As to special knowledge, ability, and skill:

Good knowledge of the practices and procedures of a municipal personnel agency.
Good knowledge of modern public personnel administration, including classification, compensation, recruitment, examinations, service ratings, and fringe benefit programs.
Ability to meet and deal with applicants, employees, and supervisors.
Ability to size up situations and people and to get along well with others.

CLASS CODE: 1507

CLASS TITLE: PERSONNEL TRAINEE

1. Duties that are characteristic as to type and level:

Sub-professional work of ordinary difficulty and responsibility of a clerical nature in the field of public personnel administration, performed under professional direction.

2. Typical tasks or assignments:

Assists in the performance of clerical and sub-professional duties; assists at the counter in distributing and reviewing application for employment; helps conduct competitive examinations; interviews non-competitive applicants; assists in scoring and grading of examinations; completes surveys; prepares reports; enters data on computer systems; answers phone inquiries; performs all clerical work as directed.

3. Minimum qualification requirements:

a. As to education, training, and experience:

High school graduation.

Five years clerical experience of a responsible nature.

Any equivalent combination of education; training, and experience.

b. As to special knowledge, ability and skill:

Ability to understand and follow directions.

Ability to size up situations and people and to get along well with others.

Considerable knowledge of modern office practices and procedures.

Ability to maintain complex or varied clerical records, and to

PERSONNEL TRAINEE, Class Code 1507, Continued:

2

prepare reports.

Mental alertness; integrity; accuracy; discretion, tact, good judgment.

CLASS CODE: 1605

CLASS TITLE: TAX ASSESSMENT CLERK

1. Duties that are characteristic as to type and level:

Supervisory administrative and sub-professional work in connection with the general work of assessing and record keeping in the Tax Assessor's Office.

2. Typical tasks or assignments:

Applies veterans' exemptions on tax roll to real estate, automobiles, business establishments, boats and furnished rooms; keeps list of disabled veterans, and applies disability percentages to their real estate or personal property; processes elderly exemption forms, and figures the percentage entitled to on tax roll; verifies veteran's exemption granted against tax roll for real estate and personal property; prices all motor vehicles; assists in the preparation of reports and budgets; supervises typing, filing and other clerical functions; assists in explaining rules and regulations of the Assessor's Office to the attorneys, title searchers and the general public.

3. Minimum qualification requirements:

a. As to education, training and experience:

High school graduation.

A satisfactory equivalent combination of experience and education.

b. As to special knowledge, ability and skill:

Good knowledge of the principles and practices of the assessment of real and personal property.

Good knowledge of the methods practices and routines of the Tax Assessor's Office.

Ability to lay out work for others, to direct them in their work, and to get them to work together effectively.

Ability to make detailed mathematical computations.

Typing ability.

CLASS CODE: 1607

CLASS TITLE: PROPERTY APPRAISER I

1. Duties that are characteristic as to type and level:

This is a beginning professional level position involving assessment/appraisal work performed under supervision.

2. Typical tasks or assignments:

Conducts field inspections on real and/or personal property.

Works as an appraisal professional with responsibilities of maintaining accurate map and land records.

Lends assistance as required in all aspects of the work of assessing and record keeping.

Performs appraisals and completes written and electronic appraisal reports of real and personal property as required.

Measures and lists real property components including buildings and site improvements.

Completes sketches, electronic or otherwise, of real property components.

Verifies legal descriptions; metes and bounds; mortgages; etc.

Collects and analyzes real property income and expense data.

Discovers, values, and lists real and personal property.

Assists taxpayers in the explanation of assessment information, processes, and procedures.

Assists taxpayers, municipal, and non-municipal personnel as required in the accessibility of public information.

Prepares production and work status reports.

Performs related work as required.

3. Minimum qualification requirements:

As to education, training, experience and special knowledge, ability and skill:

College graduation, including courses in public or business administration or engineering, supplemented by basic and advanced courses in property appraisal and assessment; OR High school graduation with equivalent of two years of college and special course study named above, supplemented by three years of varied and professional experience in the field of property valuation, appraisal, and assessments; **Or Equivalent combination of education, training, and experience.** Good knowledge of the principles and practices of real and personal property valuation. Must have familiarity with state statutes and laws governing assessment and appraisal; ability to make detailed mathematical computations.

CLASS TITLE: PROPERTY APPRAISER II

1. Duties that are characteristic as to type and level:

Professional appraisal work of more than ordinary difficulty and responsibility in connection with the appraisal and assessment of real property for taxation purposes; related work as required; performed under general supervision or direction; exercises supervision over the work of one or several professional or sub-professional assistants and/or clerical personnel.

2. Typical tasks or assignments:

Serves as a professional assistant to the Tax Assessor in carrying out a program of continual appraisal and assessment of taxable real property, particularly of real estate; discusses real property valuation questions with taxpayers; makes recommendations concerning the assessed valuation of real property; participates in the compilation of data for the annual assessment report to the state Tax Commissioners; handles a level of taxpayer problems that require specific knowledge and experience in the field, but which need not or can not be referred to the Tax Assessor; makes preliminary estimates of grade and value of buildings, based on careful study of plans and specifications and construction details; makes field inspections of properties to check construction against plans, verifies tentative estimates of value, and to determine the degree of completion and value of buildings under construction as of the tax date; assigns prices to buildings according to assessment schedules and turns over price information to clerical personnel for processing.

3. Minimum qualification requirements:

- a. As to education, training, and experience:
College graduation, with courses in business or public administration, or engineering.
Basic and advanced specialized courses of study in property appraisal and assessment.
Four years of professional experience in the appraisal and assessment of property.
Or any equivalent combination of education, training, and experience.
- b. As to special knowledge, ability and skill:
Considerable knowledge of the principles and practices of real property evaluation.
Considerable knowledge of the laws, rules, and regulations governing real property assessments.
Ability to perform technical computations.
Ability to meet and deal effectively with people.

CLASS TITLE: ENGINEERING AIDE I

1. Duties that are characteristic as to type and level:

Beginning level sub-professional engineering work of ordinary difficulty and responsibility; in the field and in the office; related work as required; performed under direct technical supervision.

2. Typical tasks or assignments:

In a field survey party, serves as chainman or rodman in establishing lines and grades; marks and drives stakes and takes measurements; carries field equipment; makes simple sketches; may perform minor drafting (tracing) and lettering; performs routine clerical duties in an engineering office requiring a basic knowledge of records and data; cares for field survey equipment; occasionally may act as a relief man on transit or level.

3. Minimum qualification requirements:

- a. As to education, training, and experience:

High school or trade school graduation, preferably with some study of basic mathematics and drafting.
One year of general experience in an engineering office or in construction work.
Any equivalent combination of education, training, and experience.

- b. As to special knowledge, ability and skill:

Working knowledge of fundamental engineering practices.
Ability to make simple mathematical computations.
Ability to use hand tools and simple surveying equipment.

Class Code: 2103

Pay Grade: S-6

Class Title: ENGINEERING AIDE II

1. Duties that are characteristic as to type and level:

Sub-professional engineering work of more than ordinary difficulty and responsibility, in the field or in the office; related work as required; performed under general technical supervision.

2. Typical tasks or assignments:

In a field survey party, serves as levelman or transitman doing survey work in connection with the establishment of lines and grade for sewer, curbs, sidewalks, and streets, and for the checking, relocation, or establishment of monuments and bench marks; takes notes, computes quantities, and prepares sketches; may perform semi-technical clerical work or more difficult plan or map drafting work in the engineering office; handles files; answers public inquiries.

3. Minimum qualification requirements:

a. As to education, training, and experience:

High school trade school graduation including courses in basic mathematics, surveying, drafting or related subjects.

At least two years of practical field experience as a rodman or chainman, including training in the use of engineer's transit and level.

Any equivalent combination of education, training, and experience.

b. As to special knowledge, ability, and skill:

Good practical knowledge of mathematics essential to the use of surveying instruments, and the reduction and plotting of field notes.

Skill in the use of the transit and level.

Ability to make less complicated engineering computation.

Good knowledge of field and office engineering practices.

Class Title: ENGINEERING AIDE III

1. Duties that are characteristic as to type and level:

Sub-professional engineering work of difficult and responsible nature, primarily in the areas of mapping, drafting, and engineering office administration; related work as required; performed under technical direction.

2. Typical tasks or assignments:

Performs moderately difficult engineering work in making and checking drawings, details and estimates; makes up field work sheets for field parties, and does layout work for walks, curbs, cross-sections, profiles, and the like; drafts profiles, layouts and sewer assessment maps; drafts layout record maps of streets, sewers, land parcels, boundary lines, and channel lines; performs more difficult clerical or administrative work involved in the classification and filing of maps, plans, and drawings; furnishes information to lawyers, title searchers, and sewer and street contractors respecting grades, titles, layouts, and other technical data.

3. Minimum Qualification requirements:

a. As to education, training, and experience:

High school or trade school graduation, including supplemented by courses in algebra and trigonometry.

At least five years of progressively responsible sub-professional engineering experience in the field and in the office, including training and experience in plan and map drafting.

Any equivalent combination of education and experience.

b. As to special knowledge, ability, and skill:

Considerable knowledge of basic engineering skills, practices and techniques.

Ability to perform moderately difficult mathematical computations, and compile engineering data and statistics.

Considerable knowledge of city block maps.

Considerable knowledge of index filing system.

Skill as a map and plan draftsman.

Class Title: CITY PLANNING AND ZONING TECHNICIAN

1. Duties that are characteristic as to type and level:

Sub-professional work of more than ordinary difficulty and responsibility performing statistical research and drafting work in the field of city and area planning and zoning; related work as required; performed general technical supervision.

2. Typical tasks or assignments:

Performs work of moderate technical difficulty in preparing maps, layouts, and drawings for visual presentation of proposed redevelopment, municipal improvement, or zoning plans. Participates in field studies and interviews for the purpose of gathering and compiling a variety of statistical data concerning population, land use, economic activity, and sociological conditions. Assists in the evaluation and tabulation of data. Prepares charts and graphs for visual presentation of data. Performs work in the office requiring the furnishing of information to the public on planning and zoning matters.

3. Minimum qualification requirements:

a. As to education, training, and experience:

High school or trade school graduation, supplemented by training in engineering or architectural drawing, and statistical research and analysis.

At least five years of drafting and statistical experience.

Any equivalent combination of education, training, and experience.

b. As to special knowledge, ability, and skill:

Skill in drafting and the graphic or pictorial arts.

Knowledge of basic statistic gathering and analysis techniques.

General knowledge of city or area planning principles and practices.

Working knowledge of applicable zoning and land use regulations and ordinances.

Class Title: ASSISTANT SEALER OF WEIGHTS AND MEASURES

1. Duties that are characteristic as to type and level:

Technical investigation work of more than ordinary difficulty and responsibility in inspecting and weighing and measuring devices in order to insure compliance with the Connecticut Federal Laws, rules, and regulations relating to weights and measures; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Working independently or with another assistant sealer, tests weighing and measuring devices and either condemns or approves them; reweighs merchandise in transit to determine whether the weight is correct; checks the accuracy of taxi meters; reweighs merchandise in package form; investigates complaints; collects evidence against violators of the weights and measures law; prepares and keeps records and makes reports.

3. Minimum qualification requirements:

a. As to education, training, and experience:

High school graduation.

Two years of investigational work or in the inspection or maintenance and adjustment of weighing or measuring devices.

Any equivalent combination of education and experience.

b. As to special knowledge, ability, and skill:

Thorough knowledge with the various types of weighing and measuring devices in common use.

Ability to size up situations and to deal appropriately and effectively with people.

Ability to combine tact with firmness.

Class Title: ZONING INSPECTOR

1. Duties that are characteristic as to type and level:

Technical field inspection work of ordinary difficulty and responsibility in inspecting new construction and places of business to insure compliance with municipal zoning regulations; related work as required; performed under technical and administrative supervision.

2. Typical tasks or assignments:

Inspects all new construction within the city limits, and investigates the use of completed structures for compliance with zoning regulations; reports findings to the planning engineer either for corrective action, or issuance of zoning compliance certificate. Processes and checks zoning applications; inspects liquor establishments for compliance with regulations. Posts notices of pending zoning action on property. Investigates complaints of zoning violations, posts violation notices on property or structures which are in violation.

3. Minimum qualification requirements:

a. As to education, training, and experience:

High school or vocational school graduation including courses in general mathematics, drafting, and related subjects.
One or two years of general experience in the engineering office or in construction work.
Any equivalent combination of education, training, and experience.

b. As to special knowledge, ability, and skill:

Good knowledge of local geography.
Ability to read simple plans and specifications.
Ability to perform arithmetic computation.
Keen powers of observation.
Knowledge of local zoning regulations.
Maturity and judgment.
License to operate motor vehicle in the State of Connecticut.
Good physical condition and freedom from disabling physical defects.

1. Duties that are characteristic as to type and level:

Technical field inspection work of ordinary difficulty and responsibility in inspection of dwelling units in all categories for conformance to the Housing and Commercial Code for matters involving public health, safety and welfare of occupants; inspection of all commercial buildings adopted to permanent or continuous occupancy or use for public, institutional, business, industrial or storage purposes; related work as required; performed under general supervision.

2. Typical Tasks or Assignments:

Inspects dwellings and dwelling units individually and collectively for adequate access such as stairways, doorways, fire escapes; checks for sanitary facilities including toilets, baths, sinks, lavatories, etc.; checks for adequate heating facilities, electrical wiring and outlets; checks for structural deterioration of walls, ceilings, windows, doors, roofs, floors, etc.; inspects commercial buildings and properties in all categories for conformance to the commercial code; inspects for structural deterioration of foundation walls, exterior walls, interior walls, chimneys and all flue attachments; inspects exterior porches, landings, balconies, stairs, fire escapes, permanent signs and billboards, display windows, store fronts, awnings, marquees and exterior surfaces of buildings including roofs, windows, cornices, etc.; inspects restrooms for proper occupancy, sanitary conditions and ventilation; inspects electrical service and fuse capacity for safety defects; inspects for any and all other defects that may be injurious to the health and safety of occupants; prepares and keeps visual, photographic and written records of inspections listing all violations; investigates complaints; prepares daily inspection report for Housing Code Officer; assists in the interpretation of the Housing Code; testifies in court proceedings involving violations of the Housing Code; meets with interested parties to discuss Housing Code violations.

3. Minimum qualification requirements:

- a) As to education, training and experience:
 - High school graduation or equivalent; and
 - Three years of satisfactory full-time experience in building construction work or in investigational work; or
 - A satisfactory equivalent combination of education, training and experience.
- b) As to special knowledge, ability and skill:
 - Good knowledge of the City of Bridgeport.
 - Ability to keep records of inspections and to write intelligent reports.
 - Ability to read architectural plans and to take measurements in the field.
 - Ability to size up situations and people and to get along well with others.
 - Keen powers of observation; integrity; tact; good judgment.
 - Good health and freedom from disabling physical defects.
 - Possession of a valid Connecticut motor vehicle operator's license.

Revised: 10/19/93

City of Bridgeport
Health & Social Services Department

Job Description:

3315

Code Enforcement Relocation Coordinator

General Statement of Duties:

Responsible for coordinating temporary housing and short-term assistance for individuals families and businesses, which are, displaced as a result of code enforcement agencies (including but not limited to housing code, health, fire, and lead) and the Red Cross; requires having considerable knowledge of the State of Connecticut Uniformed Relocation Act (Chapter 135 - Connecticut General Statutes); the ability to interact and communicate with the public as well as community service agencies and social service agencies.

Illustrative Duties:

- ☐ Interviews and establishes profile of displaced person and/or business
- ☐ Determines needs for temporary housing or space to conduct a business
- ☐ Explain relocation assistance to the displaced individual
- ☐ Provides current listings of comparable dwelling units that are decent, safe and sanitary
- ☐ Provides current listings of comparable space for business
- ☐ Refers displaced individual(s) to appropriate service agencies as necessary or requested.
- ☐ Provides cost-effective services that will prevent the inflation of the Relocation Program's budget
- ☐ Establishes and maintains client files
- ☐ Maintains data for the purpose of generating required reports
- ☐ Attend meetings as required
- ☐ Act as liaison with state and federal agencies regarding temporary relocation
- ☐ Performs other duties as deemed necessary

Special Knowledge, ability and Skills:

- ☐ Working knowledge of modern social service practices and federal, state and local laws governing distribution of relief
- ☐ Good investigative and assessment skills
- ☐ Have the ability to analyze situations and to get along well with others
- ☐ Must be sympathetic, understanding of human nature
- ☐ Must exhibit initiative; tact; discretion; patience and good judgment
- ☐ Must be able to provide culturally sensitive services to all clients
- ☐ Must have basic computer skills

Experience and Training:

- ☐ Must have a minimum of five (5) years experience in a professional environment of a Social Service nature
- ☐ Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position

This job description is not, nor is it intended to be a complete statement of all duties functions and responsibilities.

9/16/28
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**CITY OF BRIDGEPORT
JOB DESCRIPTION**

CONDEMNATION/ANTI BLIGHT SPECIALIST

UNION: NAGE CLASS CODE: 3316

GENERAL STATEMENT OF DUTIES: The primary function for this position is to perform ONR initial site inspections for Anti-Blight activities and inspections/site visits on condemnation properties as requested by the Condemnation Board. The position will also maintain and monitor all Condemnation Board/ONR activities as required per the progressive discipline process to ensure the efficient flow of all paper work and electronic data for enforcement, reporting, property maintenance, data collection, fiscal responsibility issues and support for all legal recourse. The primary need to establish this position is to meet the demand set to establish efficiencies for the new City View installation. The initial site visit/inspection is a part of the system set-up.

SUPERVISION RECEIVED:

Acts under the direct supervision of the ONR Director

SUPERVISION EXERCISED

Assist in the supervision and support to outside consultants and vendors where required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Condemnation Responsibilities:

- Studies management methods In order to improve work flow and the simplification of procedures for efficiency to implement new ones where required
- Assists the department in the preparation of budget needs and all reporting at all yearly benchmarks and intervals as required
- The creating and filing of Agendas for the Condemnation Board Meetings for FOI purposes to the Office of City Clerk and to Legal upon request
- The creating and filing Recap Minutes for the Condemnation Board Meetings for FOI purposes to the Office of the City Clerk and to Legal upon request
- Assist in the notification to all board members of the Condemnation and Anti Blight Board and Committee respectively for meetings in order to ensure quorum
- Responsible for recording minutes and all other pertinent information for maintaining updating and delivering accurate data to the legal department and The Office of The Holder of The Record - ONR
- Maintain and update the Condemnation Historical database for the Legal Department, O.N.R., Fire Department, Health Department and the Building Department for consistency and accuracy
- Prepare and supply all files for condemnation purposes in further preparation of the progressive discipline process and to assist in the production of all other Legal Department request
- Work with the legal department and the assigned Attorney's to the Condemnation Board to ensure the efficiency and flow of files related to condemnation and Anti-Blight activities
- Refer all properties from the Anti Blight Board Meetings to the Condemnation Board List for action

Anti Blight Responsibilities:

- Initiate the Anti-Blight Inspection/site visit process to establish file numbers, folders and properties per the city view process. The initiation of the process starts with the ONR site visit/inspection.
 - (1) Take Picture
 - (2) Open electronic file
 - (3) Scan in picture
 - (4) Make all necessary attachment to files
- The creating and filing of Agendas for the Anti Blight Board Meetings for FOI purposes to the Office of City Clerk and to Legal upon request
- The creating and filing Recap Minutes for the Anti Blight Board Meetings for FOI purposes to the Office of the City Clerk and to Legal upon request
- Responsible for creating Anti Blight folders/properties for referrals on a daily basis to all appropriate enforcement personnel
- Creating folders entails:
 - (1) Referral and complaint forms
 - (2) Owner's information sheet
 - (3) Warning letter
 - (4) Package file for referral to appropriate area for enforcement
 - (5) Coded Folders: **Red** =211, **Green** =City Owned, **Yellow** =Cured, **Blue**=Legal
- Process/maintain all 211 Blight referrals to ONR
- Distribute all 211 complaints to all appropriate departments
- Provide all files to the O.N.R. Administration to ensure proper recording of the Anti-blight data base
- Call area supervisors of Public Facilities to assist with emergency pickup when required under ONR P.U.M.P. Program
- Development of Anti Blight waves to Health Dept for enforcement
- Development of Anti Blight waves to City Attorney's Office for public hearings, judgments and liens
- Create quarterly reports for CDBG and ICMA monitoring
- Work in conjunction with ONR Administrative Assistant to ensure all appropriate intention to lien, liens and judgment are filed on the and records where appropriate
- Performs other duties as request to support office stability and to ensure the efficient movement of files to help assist in the elimination of slum and blighted conditions
- Provide support to the NRZ initiative as requested
- Nights and some weekend will be required

MINIMUM QUALIFICATIONS:**KNOWLEDGE, SKILL AND ABILITIES:**

1. High School Diploma and at least six (6) years of progressive responsible clerical or administrative experience; or at least one (1) year in business school with specialization in clerical studies and three (3) years of responsible clerical or administrative experience
2. Strong verbal, written, analytical and inter personal skills
3. Must be proficient in various computer software programs
4. Some knowledge of standard bookkeeping practices and statistical analysis.

EXPERIENCE AND TRAINING:

1. Two (2) years professional experience performing executive support in a corporate or governmental environment

2. Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position

This job description is no, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualification which comprise this position

Class Title: Parking Control Officer

1. Duties that are characteristic as to type and level:

Under general direction and supervision, performs work of a routine nature in seeing that parking regulations are properly observed.

2. Typical Tasks or Assignments:

Patrols designated area on foot or by vehicle to enforce parking regulations; observes parking meter violations and issues tickets for all violations; checks City parking lots and City streets for parking violations; observes and issues tickets for any obvious parking violations, such as unauthorized parking at a bus stop, loading zone or handicapped parking area; prepares reports on the number of tickets issued and other incidents as required; observes and reports the locations of meters out of order or in need of repair; answers questions of the driving and pedestrian public; informs the public as to location of private and public facilities; may assist in the collection of monies; and other duties as required.

3. Minimum Qualification Requirements:

High School Graduation; possession of a valid Connecticut Motor Vehicle Operator's License; working knowledge of the geography of the City and locations of important private and public facilities; ability to learn the procedures and regulations involved in the enforcement of City Parking Ordinances; ability to tactfully and courteously deal with the driving public and the general public; ability to enforce with firmness and tact the ordinances and regulations pertaining to parking vehicles; ability to orally express oneself clearly and concisely and to direct the public as required; Ability to establish and maintain an effective working relationship with the public; ability to make simple mathematical computations, and to prepare and maintain simple operating records; good physical condition; ability to understand and follow oral and written instructions.

CLASS TITLE: SPECIAL OFFICER

JOB CLASS CODE: 3607

UNION: NAGE

1. DUTIES THAT ARE CHARACTERISTIC AS TO TYPE AND LEVEL:

Special police work of ordinary difficulty and responsibility in patrolling, guarding and the like; related work as required; may be performed under rather close supervision or semi-independently but with overall police department approval and supervision.

2. TYPICAL TASKS OR ASSIGNMENTS:

Guards, patrols and polices assigned areas and buildings in part or full time work; polices park areas, playgrounds, athletic fields and events; guards areas and buildings such as the zoo, concessions, beaches, against vandalism, and objectionable persons; keeps order, locates parents of lost children, enforces ordinances; patrols parking lots, tags for meter violations, checks meters for defects, listens to complaints; incidentally may assist or substitute in specialized work of the particular agency to which assigned as for example, in cashiering work at the parking garage.

3. MINIMUM QUALIFICATION REQUIRMENTS:

A. AS TO EDUCATION, TRAINING, AND EXPERIENCE:

High school graduation.

Some experience in dealing with the public, preferably in some phase of law enforcement work.

Any equivalent combination of education and experience.

Must be certified by the Municipal Police Officers Standards & Training Council

B. AS TO SPECIAL KNOWLEDGE, ABILITY, AND SKILL:

Working knowledge of methods and procedures of maintaining order and of supervising persons placed under restraint.

Ability to obtain police department approval.

Ability to act quickly and calmly in emergencies.

Class Code: 3608

Pay Grade: S-7a

Class Title: ATTENDANCE OFFICER

1. Duties that are characteristic as to type and level:

Investigation and enforcement work of ordinary difficulty and responsibility, involving investigation of habitual absenteeism in the schools, and enforcement of school attendance requirements; performed under direction.

2. Typical tasks or assignments:

Investigates cases of children habitually absent or tardy from the public or parochial schools; talks with the children and visits the home to confer with the parent; attempts to remove the factor that has been causing the child to be absent or tardy; investigates complaints of students not entering school in September; talks with unruly pupils and those failing in several subjects and attempts to remove the factors that are making these pupils problem cases.

3. Minimum qualification requirements:

a. As to education, training, and experience:

High school graduation; some advanced study of sociology, psychology, or related subjects.
Three years of satisfactory experience in social service work.
Any equivalent combination of education and experience.

b. As to special knowledge, ability, and skill:

Good knowledge of the compulsory education law and laws relating to welfare of children.
Investigative and analytical ability.
Ability to size up situations and people and to get along well with others.
Ability to diagnose problem cases and plan method of treatment.
Sympathetic understanding of children.
Pleasing personality.
Tact, industry.

**CITY OF BRIDGEPORT
JOB DESCRIPTION**

DEPUTY HARBORMASTER

GENERAL FUNCTIONS:

The Deputy Harbormaster shall report directly to the Harbor Master and shall assist the Harbormaster in all duties as described in Section 15-7 through 15-11a and may enforce the provisions of Chapter 268 and Chapter 446K and City Ordinance Chapter 31.

SPECIFIC FUNCTIONS:

The Deputy Harbormaster will collect all docking and wharfage fees imposed by the Bridgeport Port Authority in relation to all docks, piers, wharfs and other facilities the Port Authority may regulate.

MINIMUM REQUIREMENTS:

The position requires the following:

1. A United States Coast Guard Captain's license or an Operator Uninspected Power Vessel license.
2. Certification in law enforcement by the Municipal Police Training Council.
3. Drug screening and police background check are required prior to hiring.
4. High level of strength, coordination and physical fitness.

The above description does not nor is it intended to state all of the duties and requirements of the position.

CITY OF BRIDGEPORT
Job Description

DATA COORDINATOR

Union: NAGE

JCC3617

General Statement of Duties:

Gathers, prepares, formats and maintains office records including budget and operational cost-analysis data.

Supervision Received

Acts under the direction of department head, or his/her designee.

Supervision Exercised:

None

Illustrative Duties:

1. Prepares operational expense data reports, including personnel expense and time and attendance reporting; reconciles account balances.
2. Prepares budget comparatives, financial reports and internal data reports; identifies variances and causes; recommends corrective actions.
3. Researches and compiles data from various sources and makes summary reports as required.
4. Prepares and distributes correspondence, spreadsheets, reports, etc.
5. Maintains files; searches files and records for readily identifiable information.
6. Maintains follow-up system on reports requiring further action.
7. Assists with office functions such as telephone interaction, inquiry referral, etc.
8. Performs all other duties as assigned by management.

Minimum Qualifications

1. Bachelor's Degree; in lieu of degree must have a combination of formal education and years of experience in a position demonstrating progressively responsible administrative, budgeting, accounting and project-oriented assignments.
2. Demonstrated proficiency in computer software programs, including word processing, spreadsheet development, database management.
3. Demonstrated ability to use computer search engines for research projects.
4. Ability to work independently.
5. Ability to deal effectively with the public, government officials and office peers.
6. Strong verbal, written, and analytical skills; ability to communicate effectively and concisely.
7. Good knowledge of general office practices and procedures.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise the position.

Class Code: 4101

Pay Grade: S-3

Class Title: DENTAL ASSISTANT

1. Duties that are characteristic as to type and level:

Unskilled or semi-skilled work of ordinary difficulty and responsibility as a general assistant in a dental office or dental clinic; related work as required; performed under direct supervision of a dentist or dental hygienist.

2. Typical tasks or assignments:

Assists dentist in performing such tasks as do not require any appreciable knowledge or skill in dental practices; hands instruments; cleans and sterilizes instruments and equipment; makes appointments; files records of patients.

3. Minimum qualification requirements:

- a. As to education, training, and experience:

High school graduation.

Some prior experience performing similar or clerical duties in a dental office or laboratory

School study or work in a dental office or laboratory.

- b. As to special knowledge, ability, and skill:

Personal cleanliness.

Pleasant personality.

Class Code: 4201

Pay Grade: S-3

Class Title: LABORATORY AIDE

1. Duties that are characteristic as to type and level:

Semi-skilled manual work in the cleaning of a laboratory and in the carrying out of simple prescribed techniques, related work as required; performed under close supervision.

2. Typical tasks or assignments:

Cleans in a laboratory; washes and sterilizes laboratory glassware, bottles, and other equipment, operates autoclave; delivers supplies; prepares simple solutions according to prescribed formulae or detailed instructions.

3. Minimum qualification requirements:

a. As to education, training, and experience:

Elementary school graduation.
Several years of general housekeeping type experience.
Any equivalent combination of education, training, and experience.

b. As to special knowledge, ability, and skills:

Manual dexterity.
Knowledge of simple cleaning and sterilization techniques.

Class Title: LABORATORY TECHNICIAN I

1. Duties that are characteristic as to type and level:

Skilled technical work of ordinary difficulty and responsibility involving the performance of routine testing and analysis in a public health laboratory; making routine examinations and analyses; and other work as required; performed under technical supervision.

2. Typical tasks or assignments:

Classification and identification of organisms in throat cultures for beta hemolytic strep; performs bacteriological examinations for sanitary control of restaurants and restaurant equipment; performs tests such as colony counts; performs weighing, measuring, and compounding of pertinent materials in the preparation of biological media; performs Gram stains; records data on various quality control sheets; performs preliminary inoculation of all bacteriological specimens submitted for analysis of body fluids and exudates; performs complete urinalysis; performs hematological tests such as red and white cell counts, differential white blood cell counts and hemoglobin and hematocrit determinations; performs examination of feces for occult blood. Performs other duties as required by the Director.

3. Minimum qualification requirements:

a. As to education, training and experience:

Graduation from a recognized two year college program in medical technology and one year of practical experience in a laboratory.
Or graduation from high school and three years practical experience in a laboratory.
Or a satisfactory combination of education and experience.

b. As to special knowledge, ability and skill:

Familiarity with standard laboratory testing equipment.
Knowledge of laboratory methods and technique.
Analytical ability; carefulness; thoroughness; initiative, good judgment.

Class Code: 4702
Union: NAGE

CLASS TITLE: REGISTERED SANITARIAN

Duties (include but are not limited to):

- Participation in the inspection and investigation of all water and air pollution, public and private sewage disposal, sewage treatment plant, waste disposal, the operation and maintenance of city dump, public and private water supply, public and private schools and institutions, rodents, insect and noxious plant control, and all public nuisance complaints, including housing code enforcement.
- Participates in the inspection and investigation of bathing beaches, bathhouses, public swimming pools, shellfish, motels, hotels, rooming houses, child day care centers and well baby clinics.
- Participates in the inspection and investigation of the sanitary condition of all dwellings, yards, vacant lots and other areas.
- Collects city taxes that are in arrears from all food related industries.
- Collects samples of foods and cultures for laboratory testing; enforces all related statutes, municipal ordinance, codes and sanitary regulations.
- Inspects dwellings and dwelling units individually and collectively for adequate access such as stairways, doorways, fire escapes, checks for sanitary facilities; checks for adequate heating facilities, electrical wiring and outlets; checks for structural deteriorations of walls, ceilings, windows, doors, roofs, etc.
- Inspects commercial buildings and properties in all categories for conformance to the commercial code; inspects for structural deterioration of foundation walls; exterior walls, interior walls, chimneys and all flue attachments; inspects landings, porches, balconies, stairs, fire escapes, permanent signs and billboards, display windows, store fronts, awnings, marquees and exterior surfaces of buildings including roofs, windows, etc.; inspects restrooms, inspects electrical service and fuse capacity, inspects for any and all other defects that may be injurious to the health and safety of occupants.
- Prepares and keeps visual, photographic and written records of inspections listing all violations; investigates complaints; prepares daily inspection reports for Housing Code Officers as needed; assists in the interpretations of the Housing Code; testifies in court proceedings involving violations of the Housing Code; meets with interested parties to discuss Housing Code violations.

Requirements:

- Must be a Registered Sanitarian, licensed by the State of CT.
- Must possess a Bachelor's Degree from an accredited college or university, with courses in Engineering, Public Health, Environmental Sanitation or related science.
- Must possess restaurant certification, private sewage disposal certification and smoke reader's certification from the State of CT.
- Minimum of two years in public health and some combination of experience in building inspection or investigative work; or some satisfactory equivalent combination of training and experience.

1. Duties that are characteristic as to type and level:

Skilled technical work of ordinary difficulty and responsibility involving the investigation of health problems in buildings with the specific area of concentration being lead hazards.

2. Typical Tasks or Assignments:

Conducts dwelling investigations with XRF to detect lead hazards; conducts re-checks on all units found to have lead hazards; follows protocol to monitor and ensure abatement of health-threatening lead hazards; establishes and maintains accurate and up-to-date records of all investigations; confers with program director on matters requiring clarification, interpretation, or exception to department policies; may perform specimen collecting; may assist in educational programs to alert public to the dangers of lead exposure; may participate in community committee activities concerned with health problems associated with lead exposure; keeps informed of new developments and new techniques in the field.

3. Minimum Qualification Requirements:

(a) As to education, training and experience:

Graduation from an accredited college or university with a Bachelor's Degree in Public Health or a combination of directly related courses and at least 3 years work experience in a public health agency.

Must be certified or successfully complete and obtain a lead inspection certification within six (6) months of hire.

Must have a valid Connecticut Motor Vehicle Operator license and private transportation.

(b) As to special knowledge, ability, and skill:

Considerable knowledge of the principles and practices of Public Health as applied to lead prevention programs; analytical ability; carefulness; thoroughness; initiative; good judgment; ability to interact with the general public.

CLASS CODE: 5103

CLASS TITLE: LIBRARY ASSISTANT I

1. Duties that are characteristic as to type and level:

Beginning level sub-professional and clerical library work of ordinary difficulty and responsibility involving performance and carrying out relatively simple technical tasks and standard routines of library operation; related work as required; performed under direct technical professional supervision.

2. Typical tasks or assignments:

Assists in circulation, cataloging, references, accessions, branch library, or other departmental routines; issues, renews, and discharges books; prepares and files catalog cards; maintains loan records; processes overdue notices; assists in the preparation, labeling, stamping, and coding of new books for circulation; incidentally performs general clerical duties.

3. Minimum qualification requirements:

- a. As to education, training, and experience:

Graduation from high school.

Up to one year of prior clerical experience or training preferably as a typist, clerk, or page in a public library.

Any satisfactory equivalent combination of training or experience.

- b. As to special knowledge, ability and skill:

Fundamental knowledge of library clerical routines.

Typing ability.

Interest in books.

Ability to meet and deal effectively with people.

CLASS TITLE: LIBRARY ASSISTANT II

1. Duties that are characteristic as to type and level:

Sub-professional and clerical library work of more than ordinary difficulty and responsibility involving performance and carrying out of more difficult and responsible library clerical tasks and routines at a level requiring prior experience or training in library operations and techniques; performed under general professional supervision.

2. Typical tasks or assignments:

Performs and is generally directly responsible for circulation desk routine; reserves books and explains lending rules; supervises junior assistant and pages in the processing, coding, and shelving of books; performs many of the routine tasks more properly performed by librarians on a relief or training basis; performs a variety of technical tasks requiring considerable skill or knowledge of procedure in any of the major library departments; has charge of a branch library in the librarian's absence.

3. Minimum qualification requirements:

- a. As to education, training, and experience:

College graduation with a degree in liberal arts; or graduation from high school and three years of prior experience in a public library at the junior assistant level; or any satisfactory equivalent combination of education and training.

- b. As to special knowledge, ability, and skill:

Good knowledge of technical library work and of library practice, policies, and aims.

General knowledge of books and of book classification.

Ability to meet and deal effectively with the general public.

Neat, courteous, and efficient.

CLASS CODE: 5106

CLASS TITLE: LIBRARY ASSISTANT III

1. Duties that are characteristic as to type and level:

Performs complex library clerical operations requiring resourcefulness, advanced knowledge, independent judgment and decision or may supervise major clerical staffs involving eight or more employees. Reports directly to major department head or assistant librarian.

2. Employees in this class are required to have advanced knowledge of library clerical operations. Work is performed under general professional supervision permitting the employee much independent judgment and decision. Supervision may be exercised over eight or more employees. Persons in this class may be required to assist in the performance of some duties listed in subordinate classes.

3. Minimum qualification requirements:

a. As to education, training and experience:

Graduation from senior high school and three years of prior experience in a public library at the Library Assistant II level; or
Graduation from a recognized college or university and one year of library clerical experience; or
Any equivalent combination of relevant experience and training sufficient to indicate ability to do the work.

b. As to special knowledge, ability and skill:

Working knowledge of principles and practices of library clerical routines; considerable knowledge of public library organization, procedure, policy, aims and service; general knowledge of books, book classification and standard reference materials; initiative; good judgment; accuracy; orderliness; good memory; tact; patience; adaptability; demonstrated ability to get along well with others; ability to plan and supervise the work of others; ability to anticipate, identify and deal with obstacles to efficient performance; ability to present written and oral comments and opinions clearly and concisely; aptitude for and interest in good library service.

Bridgeport Public Library
December 1967

CLASS CODE: 5107

CLASS TITLE: LIBRARY BINDER

1. Duties that are characteristic as to type and level:

Skilled manual work of ordinary difficulty and responsibility in making repairs on books, magazines, pamphlets, and other library material; related work as required; performed under direction.

2. Typical tasks or assignments:

Mends torn leaves; inserts leaves and sections; reinforces backs and sides; recases books into covers; binds pamphlets; operates staplers, punches, and other tools used in the repair of books and other library material; instructs subordinates and supervises their work.

3. Minimum qualification requirements:

a. As to education, training, and experience:

High school or vocational school graduation.

Two years of experience and training in repairing, mounting, and binding books, pamphlets, pictures and other published material.

b. As to special knowledge, ability and skill:

A skilled knowledge of the standard practices, methods, processes, materials, machines and tools of the bookbinding trade.

Skill in the handling of the necessary tools and materials.

Ability to teach others to do simple book repair work.

Neatness; accuracy; carefulness; good eyesight.

PRE-PROFESSIONAL

Class Title: JUNIOR LIBRARIAN (Professional Trainee)

1. Duties that are characteristic as to type and level:

Employees in this class perform semi-professional work under direct professional supervision, and related work as required. Since this is a training position with hours of work arranged to permit attendance at library school, semi-professional assignments of increasing complexity and responsibility will be given particularly in the areas of reader's advisory work, reference, book selection and minor supervision.

2. Typical tasks or assignments:

Trainees in this class are assigned professional work of progressively increasing difficulty as their experience and library school instruction broadens, may assist in the selection of books; perform basic cataloging and classification techniques; answer reference questions; assist in compilation of book lists; may give talks and conduct story hours or film programs; engage in minor supervision.

3. Minimum qualification requirements:

a. As to education, training and experience:

Education equivalent to that represented by graduation from a college or university of recognized standing plus the willingness to produce a certificate of admission in an approved library school within six months after employment by the library.

Progress towards a library degree is to be encouraged by an increment upon the successful completion of one-third of the credits required for a graduate library degree; a second increment will be made upon the completion of two-thirds of the credits required. While it is desirable to obtain a graduate degree within three years on a part-time basis, a leeway of five years would be granted. However, a steady program towards a degree must be maintained.

b. As to special knowledge, ability and skill:

Since this is a training position with instruction in library techniques given on the job, general desirable characteristics for a potential librarian would include: aptitude for an interest in library work; a wide interest in books and people; initiative; resourcefulness; good judgment; orderliness; accuracy, tact; adaptability; ability to get along well with others; good physical condition.

c. The position of JUNIOR LIBRARIAN may be substituted for the position of LIBRARIAN I upon the recommendation of the City Librarian and the knowledge of the Civil Service Director.

Class Title: SOCIAL SERVICE AIDE

1. Duties that are characteristic as to type and level:

Sub-professional social service investigating work of minimum difficulty and responsibility involving the investigation of social factors which may be helpful in contributing to the patients adjustment at the Dinan Memorial Center, related work as required; performed under close supervision.

2. Typical tasks or assignments:

Assists as directed with the work of obtaining information on incoming patients; verifies the information given; carries out departmental policies and procedures; keeps records and makes reports.

3. Minimum qualification requirements:

a. As to education training and experience:

Graduation from High School.

b. As to special knowledge, ability and skill:

Some knowledge of modern social service practices.

Investigative ability.

Ability to size up situations and people and get along well with others.

Sympathetic understanding of human nature.

Initiative, tact, discretion, patience; good judgment.

Class Title: SOCIAL WORKER

1. Duties that are characteristic as to type and level:

Beginning level professional social service investigating work of ordinary difficulty and responsibility involving the investigation of social and financial status and physical well-being of applicants for general relief and medical aid (including hospital and institutional); planning the assistance necessary for the rehabilitation of the applicants; and to do other work as required; performed under general supervision.

2. Typical tasks or assignments:

Assists as directed with the work of interviewing applicants for relief; verifies the information given; makes home calls to ascertain housing conditions; assists in supplying immediate needs; discusses budget requirements; prepares case histories; carries out departmental policies and procedures; keeps records and submits reports. As a special assignment, may be directly responsible for interviewing applicants for clinic treatment, hospitalization, admission to nursing homes or children's shelter; and investigating eligibility to receive such care.

3. Minimum qualification requirements:

a. As to education, training, and experience:

Graduation from a recognized college or university with major studies in social sciences.
Or any equivalent combination of education, training, and experience.

b. As to special knowledge, ability, and skill:

Working knowledge of modern social service practices and of state and local laws governing the distribution of relief.
Investigative and analytical ability.
Ability to size up situations and people and to get along well with others.
Sympathetic understanding of human nature.
Initiative; tact; discretion; patience; good judgment.

CLASS TITLE: SENIOR CENTER PROGRAM ASSISTANT

1. Duties that are characteristic as to type and level:

The Senior Center Program Assistant will be responsible for general clerical duties; collection of data and completion of reports as well as assisting the Program Coordinator in the daily operation of the senior center.

2. Typical tasks or assignments:

Answers incoming calls and takes messages/answers inquiries as appropriate. Orders supplies and equipment and maintains inventory. Maintains accurate records and files. Keeps track of daily sign-in sheets, compiles statistics and prepares monthly, quarterly and other required reports. Prepares all outgoing correspondence, flyers and brochures. Develops and prepares weekly and monthly calendar of events. Attends meetings on behalf of the Program Coordinator. Assists in the development and implementation of senior programs, trips, health fairs and other special events. Assists with the set-up of senior center facilities for events and activities (tables, chairs, audio equipment, etc.). Interacts with the seniors on a daily basis and provides assistance whenever possible. Provides Spanish – English translation services as needed. Other related duties as assigned.

3. Minimum qualification requirements:

As to education, training and experience:

- High school graduate.
- At least five years of progressively responsible clerical or administrative experience.

As to special knowledge, ability and skill:

- Strong verbal, written and interpersonal skills.
- Knowledge of Microsoft Word and Excel.
- Ability and willingness to interact positively, patiently and compassionately with senior citizens.

Class Code: 8222

Pay Grade: W-7

Class Title: BRIDGE OPERATOR

1. Duties that are characteristic as to type and level:

Manual and mechanical work of more than ordinary responsibility in connection with maintenance and uninterrupted operation of city owned and operated bridges; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Operates and maintains a drawbridge during an assigned shift; inspects, oil, greases, cleans machinery, motors, and pertinent bridge appurtenances and apparatus; guards against pedestrian and vehicular traffic, opens and closes bridges; maintains traffic and navigation lights; records names and times of vessels passing through; keeps wind, temperature and tide records; guards against freezing in connection with brakes, pumps and the like; patrols the bridge constantly; reports accidents to bridge property; handles less involved repairs and seeks more skilled help when necessary; does general housekeeping work; clears away snow.

3. Minimum qualification requirements:

a. As to education, training, and experience:

High school graduation.

Two years of experience in operation or maintenance of electrical or mechanical equipment or machinery.

Any equivalent combination of education and experience.

b. As to special knowledge, ability, and skill:

Considerable knowledge of the operation and maintenance of varied electrical or mechanical equipment.

Mechanical aptitude and handiness with tools.

Ability to swim and handle a boat.

Class Title: EMERGENCY MEDICAL TECHNICIAN

1. Duties that are characteristic as to type and level:

Skilled manual work of more than ordinary difficulty and responsibility in driving and servicing an ambulance and in giving emergency medical service as required; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Drives an ambulance in transfer work and in response to emergency calls including motor vehicle accidents, drownings, suicides, sick calls, mentally disturbed patients, injured alcoholics, maternity cases and second alarm fires; gives emergency medical service in shock treatment, in protecting skeletal injuries, in cardio-pulmonary resuscitation and in other medical areas; keeps the ambulance and its equipment neat and clean; supplies ambulance with oil, gasoline, water and grease.

3. Minimum qualification requirements:

a. As to education, training and experience:

High school graduation.

Two or more years of satisfactory experience in the operation and maintenance of automobiles or other motor vehicles.

Some experience in dealing with the public.

A valid license to operate a motor vehicle in the State of Connecticut.

Possession of a valid State of Connecticut certificate as an Emergency Medical Technician as of the date of probationary appointment.

b. As to special knowledge, ability and skill:

Complete and up-to-date knowledge of city streets, traffic conditions and important locations.

Good knowledge of first aid.

Knowledge of automotive mechanics at the level normally expected of a garage attendant.

Ability to drive fast under all conditions but with due regard for public safety.

JOB CODE: 8267

JOB TITLE: ASSISTANT ANIMAL CONTROL OFFICER

Duties that are characteristic as to type and level:

This is work involving the operation of the Animal Shelter. Employees in this class perform duties in the collection and care of animals and in the maintenance of the Animal Shelter. Employees follow established laws and procedures which can be learned by training on the job, and are expected to exercise independent judgment gained through experience in the performance of these duties.

Typical tasks or assignments:

- Prepares necessary reports as dictated by state law.
- Prepares necessary forms and reports required in the operation of the department.
- Picks up and transports injured dogs and cats; assists veterinarian in treating them.
- Administers medication prescribed by the veterinarian, and assists him or her when needed.
- Picks up and arranges for cremation of dogs and cats killed within the City.
- Patrols within the City for State and local dog law violations.
- Conducts door to door licensing survey.
- Issues summonses for infractions of dog law violations. May appear in court as arresting officer.
- Picks up and impounds roaming dogs. Investigates complaints and quarantines dogs responsible for biting.
- Evaluates animals at the Shelter for possible veterinary care.
- Investigates complaints of cruelty to animals as reported.
- Works with the public in handling and adjusting complaints about dogs.
- Handles redemption and adoption of dogs; collects and records money.
- Removes trapped animals from trees, waterways, automobiles and buildings, etc.
- Performs related work as required.

As to special knowledge, ability and skill:

- Knowledge of the care and handling of animals; sufficient strength and physical ability to handle animals; ability to handle emergency situations; ability to meet the public with tact and courtesy; ability to prepare reports; knowledge of compliance with safety practices.

Minimum qualification requirements:

- Possession of a Connecticut driver's license.
- Graduation from high school.
- Ability to read and write.
- Minimum of one year's experience working with dogs or will enroll in animal control classes.
- Applicants must have demonstrated concern for animal welfare as evidenced by paid or volunteer work on their behalf.
- Ability to prepare reports.
- Knowledge of and compliance with safety practices; animal protection laws/chain of custody; conducting an investigation; identification of dog/cat breeds (for lost and found); dog and cat capture and restraint; first aid for animals; rabies(fact & fiction); safety in capture and confrontation.

Class Code: 9104

Pay Grade: W-2

Class Title: CAFETERIA HELPER

1. Duties that are characteristic as to type and level:

Manual work in connection with the preparation and serving of food; related work as required; performed under immediate supervision.

2. Typical tasks or assignments:

Assists in the preparation and serving of food in a school cafeteria or the like; prepares or assists in preparation of vegetables, sandwiches, salads; assists the cook in any phase of the work; washes and cleans, by machine or hand, dishes, pots, pans, equipment, and kitchen and serving areas; sweeps and mops; empties garbage waste.

3. Minimum qualification requirements:

a. As to education, training, and experience:

Experience such as that to be obtained of ordinary kitchen duties of a housewife.

Any equivalent combination of education and experience.

b. As to special knowledge, ability, and skill:

An average housewife's knowledge of kitchen duties relating to serving of food.

Personal cleanliness.

Class Code: 9110

Pay Grade: W-4

Class Title: COOK I

1. Duties that are characteristic as to type and level:

Semi-skilled manual work in the preparation and cooking of food, involving a level of skill equivalent to that of a person who after having cooked family meals regularly has also had large-scale experience; related work as required; performed under immediate supervision.

2. Typical tasks or assignments:

Prepares and cooks meats, seafood, vegetables, soups, stews, salads and desserts for patients, inmates and staff; and for large numbers of school children and teachers at high school cafeterias; exercises minor supervision over the work of cafeteria helpers and the like; prepares special diets as directed; cares for left-overs; cleans up equipment, utensils, dishes and kitchen area.

3. Minimum qualification requirements:

a. As to education, training, and experience:

Completion of eighth grade.

Sufficient experience in some phase of kitchen helping to provide the training essential to food preparation on a large scale.

Any equivalent combination of education and experience.

b. As to special knowledge, ability, and skill:

Working knowledge of its methods of preparing and cooking a variety of foods.

Ability to produce satisfactory meals in accordance with prescribed menus.

Health certificate.

Class Code: 9113

Pay Grade: W-5

Class Title: COOK II

1. Duties that are characteristic as to type and level:

Semi-skilled work in the preparation and cooking of food; related work as required. Work is closely allied to that of Cook I but distinguished by a degree of knowledge, ability and/or experience which permits taking over of more involved tasks and tending to do less of the clean-up type of work such as washing utensils and dishes and cleaning the kitchen areas.

2. Typical tasks or assignments:

Prepares and cooks food of all sorts in a large-scale operation; may perform certain meat cutting operations; checks menus to ensure compliance with dietary instructions.

3. Minimum qualification requirements:

a. As to education, training, and experience:

Completion of eighth grade.

Four years of institution, restaurant, and hotel kitchen experience, of which two years shall have been in work equivalent to that of Cook I.

Any equivalent combination of education and experience.

b. As to special knowledge, ability, and skill:

Considerable knowledge of the methods and techniques of large-scale food preparation.

Ability to produce satisfactory meals with respect to timing, quality, quantity, and flavor, in accordance with prescribed menus.

Health certificate.

CLASS TITLE: CUSTODIAN I

1. Duties that are characteristic as to type and level:

Custodial work of ordinary difficulty and responsibility involving independent activity in the cleaning, care and minor maintenance of a school, library, city hall or similar city buildings; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Has immediate responsibility for custodial care and minor maintenance of a public building of moderate size and complexity, involving the cleaning and care of floors, walls, ceilings, windows, furniture and all of the apparatus equipment and facilities; or, without complete custodial responsibility, works under supervision in a high school or very large building with additional and more complex heating, ventilating, and other apparatus equipment or facilities; notes room temperatures and checks, cleans and services boilers and ventilating systems; gathers and disposes of refuse; cleans walks, shovels snow, trims hedges, mows and cares for lawns; shifts furniture and arranges rooms for varying uses; does simple painting, carpentry and the like; and a wide variety of minor maintenance at the handyman level; guards against trespassing, vandalism and fire hazards; checks and orders miscellaneous janitorial material and supplies; occasionally and incidentally drives a light truck in moving to other buildings or in transporting supplies; may act as traveling or relief custodian and work in several buildings; may exercise occasional limited supervision over a subordinate janitorial worker, usually working on a different shift.

3. Minimum qualification requirements:

a. As to education, training, and experience:

Completion of eighth grade.

Some experience in building cleaning, minor maintenance, watchman, or allied work, involving low pressure boiler operation.

Any equivalent combination of education and experience.

b. As to special knowledge, ability, and skill:

Considerable knowledge of cleaning methods, materials and equipment.

Considerable knowledge of the factors of fire and health safety involved in the care of buildings.

Working knowledge of simple repair and maintenance methods.

Ability to qualify for a boiler tender's license.

CLASS CODE: 9511

CLASS TITLE: CUSTODIAN II

1. Duties that are characteristic as to type and level:

Custodial and limited supervisory work of ordinary difficulty and responsibility in the cleaning, care and minor maintenance of a public building; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Has immediate responsibility for custodial care and minor maintenance of a public building of such size as to require additional custodial help and regular supervision thereof, involving one or two janitresses and possible week-end attention from a relief custodian; or, without complete custodial responsibility, assumes some minor secondary, supervisory responsibility in acting as assistant to a custodial supervisor; performs all the tasks characteristic of Custodian I; in the care of a school this class of custodial worker is limited to a maximum of nineteen rooms.

3. Minimum qualification requirements:

- a. As to education, training, and experience:

Completion of eighth grade.

Considerable experience in building cleaning, minor maintenance, watchman or allied work, involving low-pressure boiler operation.
Any equivalent combination of education and experience.

- b. As to special knowledge, ability, and skill:

Considerable knowledge of cleaning methods, materials and equipment.
Considerable knowledge of the factors of fire and health safety involved in the care of buildings.

Working knowledge of simple repair and maintenance methods.

Ability to exercise effective supervision over a very small crew of subordinate custodial help.

Ability to qualify for a boiler tender's license.

CLASS TITLE: CUSTODIAN III

1. Duties that are characteristic as to type and level:

Custodial and limited supervisory work of ordinary difficulty and responsibility in the cleaning, care and minor maintenance of a public building; related work as required; performed under general supervision.

2. Typical tasks or assignments:

Has immediate responsibility for custodial care and minor maintenance of a public building of such size as to require additional custodial help and regular supervision thereof, involving one or two janitresses and possible week-end attention from a relief custodian; or, without complete custodial responsibility, assumes some minor secondary, supervisory responsibility in acting as assistant to a custodial supervisor; performs all the tasks characteristic of Custodian II; in the care of a school this class of custodial worker is limited to a maximum of nineteen rooms, minimum of ten.

3. Minimum qualification requirements:

- a. As to education, training and experience:

Completion of eighth grade.

Considerable experience in building cleaning, minor maintenance, watchman or allied work, involving low-pressure boiler operation.

Any equivalent combination of education and experience.

- b. As to special knowledge, ability and skill:

Considerable knowledge of cleaning methods, materials and equipment.

Considerable knowledge of the factors of fire and health safety involved in the care of buildings.

Working knowledge of simple repair and maintenance.

Ability to exercise effective supervision over a very small crew of subordinate custodial help.

Ability to qualify for a boiler tender's license.

CITY OF BRIDGEPORT

JOB DESCRIPTION

CASEWORKER

UNION: G

CLASS CODE: G001

GENERAL STATEMENT OF DUTIES:

Position requires individual to carry out an assigned caseload, with eligibility-related responsibility for each case.

SUPERVISION RECEIVED:

Reports to the Unit Supervisor as well as to the Assistant Director.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

1. Redetermines eligibility every 60 days.
2. Performs all other required case actions, including interviewing clients, authorizing assistance, cancelling and releasing checks, providing for emergency needs, and explaining Department policies and benefits to clients.
3. Refers clients for various assignments and monitors their participation; suspends clients who fail to participate; tracks suspended cases to the end of their suspension period; and reinstates and maintains those cases where the client is participating under suspension.
4. Deals with providers and other third parties regarding matters pertaining to clients.
5. Maintains appropriate files, case records, forms, statistics, correspondence, etc.
6. Complies with all rules and procedures for standards of administration of the State policy manual.
7. Completes rotation through Fair Hearing process to increase understanding and application of State policy.
8. Performs other duties as deemed necessary.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITIES:

1. High School degree or equivalent.
2. Considerable verbal ability (the ability to speak Spanish helpful) to communicate to persons of varying backgrounds and educational levels, and for compiling reports.
3. Demonstrated initiative, enthusiasm, and ability to work independently.
4. Ability to maintain a good relationship with clients, staff and organizations.

EXPERIENCE AND TRAINING:

1. Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position. (3-13-95)

**CITY OF BRIDGEPORT
JOB DESCRIPTION**

Clerk A

UNION: NAGE

Class Code: G008

GENERAL STATEMENT OF DUTIES:

Clerical work of ordinary difficulty to support the daily activities of the department.

SUPERVISION RECEIVED:

Acts under the supervision of the Department Head.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

Operate various office equipment.
Operate computer terminal.
Assist with office functions.
Keep confidential items of privileged information.
Perform routine clerical function.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITIES:

1. High School Degree or Equivalent.
2. Ability to read, write, speak and understand English well.
3. Strong verbal and interpersonal skills.
4. Ability to use office equipment, such as computer terminal, copier, calculator, fax machine and multi-extension telephone.

EXPERIENCE AND TRAINING:

1. One year experience in office work.
2. Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

CITY OF BRIDGEPORT
JOB DESCRIPTION

SENIOR CITIZEN CENTER COORDINATOR

UNION: NAGE

GENERAL STATEMENT OF DUTIES:

Coordinate a multi-service program for individual over 60 years of age.

SUPERVISION RECEIVED:

Acts under the direct supervision of the Director, Dept. on Aging.

ILLUSTRATIVE DUTIES:

Assigned to a Senior Citizen community facility responsible to host agency director for program operation; establishing and coordinating a variety of direct services to Senior Citizens including social, recreation and education; conduct an outreach component particularly geared to the low-income, inner-city resident; develop service linkage with other Senior Citizen programs, clubs and social service agencies; schedule events and services and maintain facility; public speaking and compiling of monthly reporting requirements as designated.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

1. Ability to coordinate and manage a drop-in facility serving several hundred Elderly people.
2. Ability to relate well with the Elderly.
3. Knowledge of urban problems facing the Elderly, particularly those of low-income.
4. Ability to organize and schedule various activities and service opportunities.

EXPERIENCE AND TRAINING:

1. High School Degree required.
2. Knowledge of available resources for the Elderly.
3. Experience in community services or in work related with the Elderly.

City of Bridgeport Job Description

Position: Data Analyst

Union: NAGE

Class Code: G101

General Statement of Duties:

The Data Analyst's responsibility is to collect, organize, maintain, and interpret / analyze data received from internal and external data sources for the benefit of the assigned department and the City. The job requires excellent skills in the use of computers and software related to data analysis and the ability to interface effectively with supervisors, peers, and customers. The Data Analyst also presents data, ideas and consolidated information to the department manager / department head to identify past and current department activities and future opportunities for improvements.

Reports to: Department manager / Department head as appropriate

Illustrative Duties:

1. Gather data from various sources and compile into a useable format to analyze and present useable information to department head. Designs reports based on specific departmental needs.
2. Ensure departmental data is accurately and consistently maintained and troubleshoot inconsistencies. Assist staff with correctly entering data into department or City information system.
3. Assists with creation of accurate and timely reports such as budget reports or other reports related to department operations.
4. Provides reports as requested by the department manager / department head.
5. Performs database and application integration and interchanges between locally developed systems and vendor-supplied applications.
6. Assists with coordination and troubleshooting of database and software systems when necessary.
7. Performs other duties as assigned by the department manager / department head.

Minimum Qualifications:

Knowledge, Skills and Abilities

- Associate's Degree in Statistics, Mathematics, Marketing, Economics, Accounting, Business Administration, Management Information Systems or Computer Science from an accredited college or university.
- Demonstrated proficiency in MS Office applications with advanced expertise in Microsoft Excel.

Experience and Training:

- Two years prior experience in a Data Analyst or equivalent position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

Class Title: SECURITY GUARD

1. Duties that are characteristic as to type and level:

Performs job duties of ordinary difficulty. Responsible for security in assigned City owned buildings.

2. Typical Tasks and assignments:

Patrols hallways and lavatories; patrols parking lot when employees are entering and leaving work; break up fights and intervene in other conflicts as needed; works at Department functions at the request of the building supervisor; operates hand-held metal detectors when a situation warrants their use; questions visitors entering the building and requires all clients and staff to sign in and out of building; attends training seminars and in-service workshops as scheduled; submits regular incident reports to building supervisor; wears proper uniform at all times during working hours and when assigned to overtime details; does not wear handcuffs, badges, mace, guns, or other police-related equipment; notifies building supervisor's office at least one-half hour before scheduled work time when planning to be absent; maintains professional demeanor and radio discipline at all times (no swearing or arguing will be allowed); maintains contact with the building supervisor and staff and the general public; maintains order in the building, helping to promote a secure environment.; must notify the building supervisor when leaving the building.

2. Minimum qualification requirements:

As to education, training and experience:

1. Graduation from high school or equivalency.
2. Valid Connecticut driver's license.
3. Person who demonstrates initiative and is able to work independently.
4. Ability to deal with the public.

**CITY OF BRIDGEPORT
JOB DESCRIPTION**

Technician
Employability Specialist

Union: NAGE

9173

General Statement of Duties:

Assess, counsel and refer job ready clients for education and skill training.

Supervision Exercised:

None

Illustrative Duties:

1. Reviews assessment and case plans for clients referred from social/case worker.
2. Counsels "job ready" client re: STEP. Calls DOL to schedule STEP appointments. Completes necessary paperwork. Enter data into computer. Notifies social/case worker.
3. Counsels "not job ready" clients on education and/or skill training options. Calls appropriate providers for referral and scheduling. Completes necessary paperwork. Open follow-up case record. Enter data into computer.
4. Maintains eligibility list for future training classes. Contacts clients as openings occur.
5. Reviews weekly report from STEP. Completes necessary paperwork for those clients who failed to appear for their STEP interview appointment. Notifies social/case worker.
6. Schedules and re-interviews those clients found to be "not job ready" by STEP. Completes necessary paperwork and notifies social/case workers. Opens follow-up case record. Enter data into computer.
7. Compiles attendance/program report lists.

Knowledge, Skills & Abilities:

1. Good communication skills (written & oral).
2. Ability to implement State regulations.
3. Ability to interact with GA clients.
4. Ability to interact with Case/Social Worker staff.
5. Must be computer literate.

Experience & Training:

1. Must possess High School diploma.
2. Computer knowledge required.
3. Minimum 6 months experience in client assessment.
4. Working knowledge of State Welfare regulations.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

**CITY OF BRIDGEPORT
JOB DESCRIPTION**

**PROGRAM COORDINATOR
DEPARTMENT ON AGING**

Reports to: Director of Aging
Union: National Association of Government Employees (NAGE)
JCC: G200

JOB SUMMARY:

Ceramics Instructor for seniors, establishing ceramic classes, flower arrangements and Arts and Crafts.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Implement the teaching of Ceramics, flower arrangements and other crafts to Seniors.
2. Ability to work well with Seniors.

TRAINING AND EXPERIENCE:

Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise the position.

CITY OF BRIDGEPORT
JOB DESCRIPTION

Assistant Special Projects Manager
Public Health Emergency Response
UNION: None

GENERAL STATEMENT OF DUTIES:

Contract grant position that serves in fulfilling the contract deliverables for planning and Coordination as the Emergency Response Coordinator for the Health Department.

SUPERVISION RECEIVED:

Under the direct supervision of the Director of Emergency Management

SUPERVISION EXERCISED:

Training of all health department employees in emergency response coordination

ILLUSTRATIVE DUTIES:

1. Ability to manage grants including excellent word processing and data management and emergency communication skills.
2. Recruit lay and medical volunteers to assist with local and regional response to public health emergencies, and particularly the implementation of mass vaccination clinics or mass dispensation of drugs, and planning and conducting the drills.
3. Update all current plans and emergency policies and procedures and submit to DPH
4. Ability to maintain databases, CTPVS and local HAN
5. Ability to work collaboratively with other regional emergency response coordinators, and other State and local partners in meeting the grant objectives. Will work cooperatively and in conjunction with the Bridgeport EOC as liaison between EOC and Health Department
6. Ability to be flexible in duties and work hours as coordinator and depending on needs of department, works closely with clinics, nurses and laboratory.
7. Willing to be on call 24 hours, able to respond to all public health emergencies
8. High security position with need for utmost confidentiality in state and national alert and security information, important to be able to make thoughtful decisions objectively
9. Works cooperatively with all staff to promote the training and preparation of all staff in public health preparedness.

MINIMUM QUALIFICATIONS

1. Current certifications as CPR instructor, NIMS, Public Health Preparedness 101 and others to fulfill contract.
2. Minimum of three years of professional experience in emergency management with local public health, minimum of two years experience in community health and nursing.
3. Bilingual
- 4.

CITY OF BRIDGEPORT
Job Description

Payroll-Compensation Processor

Union / NAGE

Class Code **G360**

GENERAL STATEMENT OF DUTIES:

Clerical and general office work of more than ordinary difficulty responsibility related to compiling, posting and checking municipal payrolls and maintaining various personnel records; related work as required.

SUPERVISION RECEIVED:

Performs under general supervision.

SUPERVISION EXERCISED:

None

ILLUSTRATIVE DUTIES:

1. Prepare data processing forms for various personnel and payroll changes; addition or removal from payroll, pension, union dues, tax and salary adjustment, etc.; enters and retrieves data from computer system. Checks and verifies payroll appropriation sheets and makes necessary adjustments and corrections; maintains a variety of personnel records: attendance, sick leave, vacation, personal time, holidays, employee history cards, reviews timecards.
2. Computes and/or checks all salary and personnel changes including overtime, advanced vacation payments, merit increases, collective bargaining increases, longevity, retroactive payments, warnings, suspensions, holiday pay, leaves of absence, classification changes, termination, etc.
3. Posts employees' weekly pay onto record cards, verifies accuracy and initiates any corrections or adjustments; assigns employee payroll numbers; distributes payroll checks and is responsible for any adjustments in checks such as cancellations, preparing manual checks.
4. Prepares a variety of reports and forms such as workman compensation, wage verification and unemployment compensation statements.
5. Types various letters, forms and reports; does routine filing; answers telephones, directs callers and handles all inquiries pertaining to payroll.
6. Performs salary verifications.
7. Coordinates OSHA reports for Public Facilities and Affirmative Action.
8. Coordinates Affirmative Action Reports for Public Facilities.
9. Manages workmen's compensation and Transitional Work Program.
10. Provides overtime analysis and reports for the Director of Public Facilities.

MINIMUM QUALIFICATIONS

High School graduate

Computer Literate, Microsoft /Windows, Excel & Word.

EXPERIENCE AND TRAINING

Three years of satisfactory office experience preferably with some experience in bookkeeping and computation work

Considerable knowledge of office practices and procedures.

Ability to maintain complex and varied clerical records and to prepare reports.

Basic knowledge of routine data processing techniques including coding and data entry.

Ability to work under pressure and effectively with others.

Attention to detail and accuracy.

CITY OF BRIDGEPORT JOB DESCRIPTION

ADMINISTRATIVE SECRETARY

UNION: *G*

CLASS CODE: ~~6341~~
6341

GENERAL STATEMENT OF DUTIES:

Specialized secretarial work of more than ordinary difficulty and responsibility, aids the Department Head in providing a more effective and efficient office by coordinating office services.

SUPERVISION RECEIVED:

Acts under the supervision of the Department Head and other staff in charge.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

1. Takes dictation, transcribes material, and types letters, reports, and other office correspondence.
2. Makes arrangements to take minutes at all agency meetings and public hearings.
3. Handles requests for information on the telephone and performs receptionists' duties.
4. Assists in the requisitioning and follow through on office supplies, stationary, and other necessary equipment.
5. Creates and maintains a filing system.
6. Opens and disseminates all incoming mail.
7. Arranges appointments for administrative staff in all phases of operating agency work.
8. Performs other duties as deemed necessary.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITIES:

1. Graduation from high school.
2. Knowledge of office procedures, business practices, dictation equipment and various word processing software.
3. Ability to work cooperatively with other employees and with the general public.
4. Thorough knowledge of the English language, including grammar, spelling and sentence structure.

EXPERIENCE AND TRAINING:

1. Two to three years experience in secretarial or equivalent work.
2. Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position. (3-8-95)

CITY OF BRIDGEPORT JOB DESCRIPTION

SECRETARIAL ASSISTANT

UNION: NAGE CLASS CODE: 4453

GENERAL STATEMENT OF DUTIES:

This position consists of clerical work, which involves moderately complex work methods and problems and requires skilled typing.

SUPERVISION RECEIVED:

Acts under the direct supervision of the Department Head.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

1. Types from copy, rough draft, dictation, general instruction, specialized reports or other materials frequently requiring independent action and discretion on problems encountered.
2. Types schedules, form letters, correspondence, or purchase orders based on information from records and files.
3. Processes work orders or documents requiring office procedural knowledge; and maintains files and inventory records.
4. Answers telephone, gives information in person or by telephone to other departments and the public, applying significant knowledge of departmental rules, regulations, and procedures.
5. Use of office machines, including but not limited to computers, fax and copiers.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITIES:

1. High School Degree, including some secretarial courses.
2. Strong verbal, organizational and interpersonal skills.
3. Ability to use various computer software programs.

EXPERIENCE AND TRAINING:

1. Three years of office secretarial and/or clerical experience.
2. Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not nor is it intended to be a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

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**CITY OF BRIDGEPORT
JOB DESCRIPTION**

OPERATION SPECIALIST

Reports to: Department Head

Union: National Association of Government Employees, Local RI-200 (NAGE)

JOB SUMMARY:

Will coordinate and assist in department programming and projects. Works closely with department supervisors to implement department goals on a daily basis as assigned by the department Supervisors

ESSENTIAL FUNCTIONS:

1. Point person for projects as assigned by department supervisor.
2. Organizes and maintains schedules of seasonal and other project specific employees and volunteers.
3. Data entry, problem solving related to department.
4. Maintains files of department and vendor invoices.
5. Maintains and records department logs, recording various purchase order and voucher numbers related to the department.
6. Handles and coordinates proper depositing and reporting of cash payments to department.
7. Low level of accounting and managing of grant funds under supervision.
8. Takes phone calls and answers questions from departments as needed.
9. Performs such other appropriate duties as designated by the department head.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Associates degree or comparable work experience.
2. Ability to establish and maintain effective working relationship with City employees and departments.
3. Assertive professional demeanor required eliciting cooperation of City Departments and offices involved in special projects.

TRAINING AND EXPERIENCE:

1. Two years of progressive business experience related to special projects. The ability to manage multiple projects, strong verbal, written, analytical and interpersonal skills.
2. Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, function, responsibilities and qualifications which comprise the position.

Exhibit 1

VITAL RECORDS CUSTOMER SERVICE CLERK

1265
unc 6

Typical tasks or assignments (*Main duties, not limited to*):

1. Handle all aspects of a high level of customer service
 - Provides outstanding service and assistance to customers
 - Collect, balance and process daily cash report
 - Handle all customer issues
2. Handle tax payer concerns
 - Handling phone calls, mail, email, etc
 - Deal successfully with the public, in person, and over the telephone, respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs
3. Adhere to all local, state and federal health and vital records regulations
4. Implement and maintain filing systems
5. Able to work under steady pressure with frequent interruptions and a high degree of public contact in person and by phone
6. Read, understand, and review documents for accuracy and relevant information
7. Operate and use modern office equipment including a computer, cash register and various software packages
8. Type and enter data at a speed necessary for successful job performance
9. Communicate clearly and concisely, both orally and in writing
10. Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports
11. Read, understand, and review documents for accuracy and relevant information
12. Establish and maintain effective working relationships with those contacted in the course of work

Minimum qualification requirements:

As to education, training, and experience:

- High school graduate
- One year Vital Records experience or comparable experience
- Experience in an office dealing exclusively with the public
- Basic knowledge of Microsoft Office Package with emphasis on Excel application

As to special knowledge, ability, and skill:

- Ability to communicate effectively to other staff members and the general public
- Have knowledge of the Connecticut laws that govern vital statistic records
- Have strong technical skills in relation to MUNIS Financial software

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications, which comprise the position.

CLASS TITLE: Detention Officer

1. Duties that are characteristic as to type and level:

Security work of average difficulty in maintaining the care and well being of prisoners in a medium security detention facility.

2. Typical tasks or assignments:

Work includes the supervision and control of prisoners; feeding prisoners; medical attention to prisoners; processing prisoners paper work to be presented in court; prevention of escape; and other related work duties as directed by Policy and Procedure and the direction of a booking supervisor.

3. Minimum qualification requirements:

a. As to education, experience and training:

**High School Graduation
Minimum age of twenty-one years
Vision - 20/20 with or without corrective lenses**

**Good physical health, strength, endurance and agility,
sound mental and emotional condition.**

**Applicants must successfully complete entry level Physical Standards Test
and maintain that standard in annual re-testing. Failure to maintain that
latter standard shall be grounds for dismissal.**

No Felony convictions.

No history of drug use including marijuana.

b. As to special knowledge, ability and skill:

**Knowledge of basic principles and procedures of detention
and incarceration.**

Knowledge of supervision and motivation of prisoners.

**Ability to supervise and communicate effectively with people
from various socioeconomic and cultural backgrounds as
well as age groups.**

Basic computer and typing skills are required.

Previous training and experience as a correctional officer or E.M.T. are preferred but not necessary.

All candidates hired must be E.M.T. certified within one year from date of hire and retain that certification through the period of their employment. Failure to maintain that certification shall be grounds for dismissal.

c. Special Personal Characteristics:

Emotional maturity and stability; objective understanding of persons in custody, satisfactory record as a law-abiding citizen, sobriety, leadership ability, tact, good personal and social adjustment for jailers work, neat personal appearance, courage, alertness, willingness to work day, evening or night shifts, weekends, and holidays and to report for duty at any time emergencies arise. Must have integrity, dependability, good judgment and the ability to work cooperatively with others and treat all persons in a fair, respectful and caring manner.

Connecticut Driver License:

Possess and maintain a valid Connecticut Driver License.

Please note this description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

**CITY OF BRIDGEPORT
JOB DESCRIPTION**

Epidemiological Investigator

UNION: NAGE

CLASS CODE:

GENERAL STATEMENT OF DUTIES:

This position is responsible for providing blood screening and epidemiological investigations following established protocol of children with elevated blood lead levels, investigations on HUD associated properties and in accordance to city ordinance CAO investigations.

SUPERVISION RECEIVED:

Performs directly under the supervision of the Lead Program Director for the Bridgeport Health Department.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

1. Ability to collect blood specimens via finger stick method to ascertain whether a child is lead poisoned.
2. Conduct dwelling investigations with XRF to detect lead hazards.
3. Conduct re-checks on all units found to have lead hazards.
4. Follow protocol to monitor and ensure abatement of health threatening lead hazards.
5. Establish and maintain accurate and up-to-date records of all investigations.
6. Organize parent groups to promote awareness.
7. Carry out all instructions from Lead Program Director.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITIES

1. Should be experienced in the culture and language of the target area and be able to use this knowledge to alert program staff to potential problems in communication.
2. Ability to self-motivate.
3. Health must be excellent as there will be considerable walking, climbing stairs and exposure to inclement weather.
4. Must have a valid Connecticut Motor Vehicle Operator License and a motor vehicle.

EXPERIENCE AND TRAINING:

1. Graduation from an accredited college or university with a Bachelor's Degree in Public Health preferred, or may be substituted for a combination of directly related courses and at least (3) years work experience in public health.
2. Must be certified or successfully complete and obtain a lead inspection certification within (6) months of hire and successfully complete other related training.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position. (7/19/96)

CLASS CODE: 5103

CLASS TITLE: LIBRARY ASSISTANT I

1. Duties that are characteristic as to type and level:

Beginning level sub-professional and clerical library work of ordinary difficulty and responsibility involving performance and carrying out relatively simple technical tasks and standard routines of library operation; related work as required; performed under direct technical professional supervision.

2. Typical tasks or assignments:

Assists in circulation, cataloging, references, accessions, branch library, or other departmental routines; issues, renews, and discharges books; prepares and files catalog cards; maintains loan records; processes overdue notices; assists in the preparation, labeling, stamping, and coding of new books for circulation; incidentally performs general clerical duties.

3. Minimum qualification requirements:

- a. As to education, training, and experience:

Graduation from high school.

Up to one year of prior clerical experience or training preferably as a typist, clerk, or page in a public library.

Any satisfactory equivalent combination of training or experience.

- b. As to special knowledge, ability and skill:

Fundamental knowledge of library clerical routines.

Typing ability.

Interest in books.

Ability to meet and deal effectively with people.

Class Title: HOUSING and COMMERCIAL CODE INSPECTOR

Job Class Code: 3304

1. Duties that are characteristic as to type and level:

Technical field inspection work of ordinary difficulty and responsibility in inspection of dwelling units in all categories for conformance to the Housing and Commercial Code for matters involving public health, safety and welfare of occupants; inspection of all commercial buildings adopted to permanent or continuous occupancy or use for public, institutional, business, industrial or storage purposes; related work as required; performed under general supervision.

2. Typical Tasks or Assignments:

Inspects dwellings and dwelling units individually and collectively for adequate access such as stairways, doorways, fire escapes; checks for sanitary facilities including toilets, baths, sinks, lavatories, etc.; checks for adequate heating facilities, electrical wiring and outlets; checks for structural deterioration of walls, ceilings, windows, doors, roofs, floors, etc.; inspects commercial buildings and properties in all categories for conformance to the commercial code; inspects for structural deterioration of foundation walls, exterior walls, interior walls, chimneys and all flue attachments; inspects exterior porches, landings, balconies, stairs, fire escapes, permanent signs and billboards, display windows, store fronts, awnings, marquees and exterior surfaces of buildings including roofs, windows, cornices, etc.; inspects restrooms for proper occupancy, sanitary conditions and ventilation; inspects electrical service and fuse capacity for safety defects; inspects for any and all other defects that may be injurious to the health and safety of occupants; prepares and keeps visual, photographic and written records of inspections listing all violations; investigates complaints; prepares daily inspection report for Housing Code Officer; assists in the interpretation of the Housing Code; testifies in court proceedings involving violations of the Housing Code; meets with interested parties to discuss Housing Code violations.

3. Minimum qualification requirements:**a) As to education, training and experience:**

- High school graduation or equivalent; and
- Three years of satisfactory full-time experience in building construction work or in investigational work; or
- A satisfactory equivalent combination of education, training and experience.

b) As to special knowledge, ability and skill:

- Good knowledge of the City of Bridgeport.
- Ability to keep records of inspections and to write intelligent reports.
- Ability to read architectural plans and to take measurements in the field.
- Ability to size up situations and people and to get along well with others.
- Keen powers of observation; integrity; tact; good judgment.
- Good health and freedom from disabling physical defects.
- Possession of a valid Connecticut motor vehicle operator's license.

Revised: 10/19/93