

CONTROL CLERK I (RCSWMA)

DISTINGUISHING FEATURES OF THE CLASS: This is primarily clerical work involving some semi-technical work of a moderately difficult nature which includes responsibility for the review and editing of input and output data received and produced in a solid waste processing operation. Incumbent will interface with the public regarding invoices and handle discrepancies with credit card companies. The work is performed under the general supervision of the finance department and operations manager. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews and examines source material such as scale tickets, reports, prepared documents and other material for accuracy, appropriateness, etc.;

Prepares input documents such as scale tickets and credit card receipts from various source materials and verifies accuracy of same;

Assists in maintaining logs and other controls of source materials received at the scale house;

Assembles reports and scale tickets and prepares the information for delivery to central administration;

Interfaces with the public regarding billing and charges;

Corresponds with credit card companies to handle discrepancies;

Reviews completed work to check for proper alignment, dates and all pertinent information;

Records information on control data sheets;

May utilize computer for transmission of information (i.e., e-mail, excel spreadsheets).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of work procedures in a scale house; working knowledge of general account-keeping principles; working knowledge of the procedures involved in handling public inquiries and complaints and resolving discrepancies; ability to understand and carry out written and oral instructions; ability to reason logically.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years data processing or office clerical experience, at least one (1) year of which must have involved substantial dealing with the public and resolving complaints.