

LANDFILL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves clerical work involves independent performance and record keeping at the Broome County Landfill. The incumbent may direct vehicles to the dumping area, weigh vehicles entering and leaving the landfill site and collect tip fees. Work is performed under the general supervision of the Director of Solid Waste. The work may require decision making as to methods to be used and classification of records and accounts, as well as being proficient in the operation of the landfill scales. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates scales and related equipment in weighing and recording the weight of solid waste brought to the landfill in trucks by contract trash collectors and private citizens;
Prepares and maintains daily records;
Inspects and records all loads accurately;
Calculates and collects payments accurately;
Renews status of accounts as adjustments are made and takes appropriate action such as authorizing payment, issuing checks or preparing bills;
Prepares funds for deposit into book accounts;
Maintains cash transaction reports and daily logbooks;
Reconciles accounts and prepares financial or statistical reports from information;
Contacts customers, clients, vendors or other agencies to obtain additional information;
Provides landfill information, general information, either orally or in writing in response to inquiries on status of accounts, policies and procedures, or directions;
Processes, sorts, indexes, records and files a variety of Federal, State and County control records and reports;
Receives callers and visitors, ascertains their business, and refers them to the appropriate staff or department;
Answers routine telephone inquiries;
Performs a variety of clerical duties, establishes and maintains files, bookkeeping records and databases;
Prepares, verifies, balances, reconciles, and maintains accounts and records;
Prepares correspondence and prepares reports associated with landfill and waste diversion;
Operates calculator, desk top computer, radio, weight indicators, printers, telephone and other related office equipment;
Maintains a clean, safe, organized environment in the scale office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial records and accounts;

Thorough knowledge of office terminology, procedures, equipment and business English;
Ability to make complex arithmetic computations involving fractions, decimals and percentages accurately;
Ability to organize and maintain accurate records and files;
Ability to analyze and organize complex data and prepare records and reports;
Ability to understand and interpret complicated oral instructions and/or written directions;
Ability to develop effective working relationships and deal diplomatically with the public;
Ability to perform close, detail work involving considerable visual effort and strain;
Integrity and good judgement.

MINIMUM QUALIFICATIONS:

- A) Completion of 30 credit hours at a New York State registered or regionally accredited college or university; OR
- B) Graduation from high school or possession of an equivalency diploma and one year of clerical experience; OR
- C) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.