



Josephine Agnello-Veley  
Director of Human Resources

# City of Meriden, Connecticut

*Department of Human Resources*

CITY HALL  
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November 16, 2023

## VACANCY ANNOUNCEMENT

### PROMOTION/TRANSFER

**VACANCY:** Public Works Clerk  
Full Time – 40 hours per week

**SALARY:** 31F - \$23.63 to \$34.02 per hour (hired before 7/1/03)  
\$23.63 to \$32.08 per hour (hired after 7/1/03)

**NATURE OF WORK:** See Attached Job Description

**QUALIFICATIONS:** Graduation from high school or the equivalent, supplemental by course work in automotive services, basic office procedures, experience in MS Word/MSExcel, plus two years of experience or an equivalent combination of education and qualifying experience substituting a year for year basis.

**HOW TO APPLY:** Apply on line at <https://tinyurl.com/meridencareers> or you can e-mail your application/transfer form to [humanresources@meridenct.gov](mailto:humanresources@meridenct.gov). Applications are also available in the Human Resources Department, City Hall, 142 East Main Street.

**LAST DATE TO APPLY:** November 27, 2023

**E.O.E.**

## Public Works Clerk

### **General Description**

Work involves responsibility for maintaining a parts inventory for the city garage and for providing clerical support to the Department of Public Works. Duties include stocking and receiving parts, billing, word processing, reception, assisting in budget development and payroll. This position also has the responsibility for making standard office clerical decisions. The work requires that the employee have good knowledge, of automotive supplies and equipment and skills and ability in basic clerical functions.

### **Supervision Received**

Works under the supervision of the Fleet Manager and/or Lead Mechanic.

### **Examples of Duties**

Maintains the city garage parts inventory including ordering, dispensing, receiving and stocking parts required for vehicle and equipment repair.

Bills departments for services performed and parts used by the garage for all city equipment.

Word processes and files reports, correspondence, invoices, and requisitions.

Assists Fleet Manager with development and administration of budget.

Answers phone and takes messages or responds directly to requests for information.

Receives and directs visitors.

Meets with vendors to keep parts inventory current

Maintains time cards and prepares payroll.

Maintains radio communication and relays messages on Public Works radio.

Performs related work as required

### **Knowledge, Skills and Abilities**

Good knowledge of automotive parts, equipment and terminology.

Knowledge of office procedures, practices and equipment.

Good knowledge of departmental programs, policies and operations as applied to the work performed.

Good ability to communicate effectively orally and in writing.

**Knowledge, Skills and Abilities**

Good ability to understand and follow written and oral instructions.

Good ability to establish and maintain effective working relationships with superiors, associates, vendors, and members of other city departments.

**QUALIFICATIONS:**

Graduation from high school or the equivalent, supplemental by course work in automotive services, basic office procedures, experience in MS Word/MS Excel, plus two years of experience or an equivalent combination of education and qualifying experience substituting on a year – for – year basis.

**SPECIAL REQUIREMENTS:**

Must have a valid Connecticut Class D driver's license.