



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

COLLECTION AIDE

Salary: \$34,990.00 - \$46,594.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, cover letter and three (3) professional references (name, title, business/company name, and contact information), to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Typical tasks or assignments:

Performs varied work of a substantive legal nature that assists staff attorney(s) in the daily processing of paperwork arising from the collection of accounts in arrears primarily related to real, personal, and MV local property taxes, and WPCA sewer user fees and assessments. Typical tasks include typing, filing, photocopying, document preparation, inter-departmental and court filings, updating collection accounts and records, and customer contact by telephone and in person.

Minimum qualification and skill requirements:

- High School graduation or equivalency.
- Demonstrated personal computer skills; experience with Microsoft Office applications (Excel & Word), preferred.
- Knowledge of and experience with Windows software.
- Mental alertness, accuracy, neatness and dependability.
- Ability to work cooperatively with other employees and with the general public.
- Experience in the collection of accounts in arrears or customer service 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 to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

The City reserves the right to reject any and all candidates, and to decline hire. The City Attorney, as hiring authority, reserves the sole and exclusive discretion as to the filling this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604