

**Knowledge, Skills & Abilities Required:**  
**Revenue**

**Category: Administrative**

<b>Education/Certifications</b>	<ul style="list-style-type: none"> <li>• Secondary School Graduate</li> <li>• Post secondary courses in accounting</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Collection experience</li> <li>• Accounting experience</li> <li>• Utility billing experience</li> <li>• Court and/or legal experience</li> <li>• Cashiering experience</li> <li>• Knowledge of Provincial Offences Act and Regulations</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Strong communication skills</li> <li>• Ability to converse with the public in a courteous and tactful manner</li> <li>• Strong organizational skills</li> <li>• Ability to effectively work independently and in a team environment</li> <li>• Proficient in word processing and spreadsheet software</li> </ul>
<b>Ongoing Training</b>	<ul style="list-style-type: none"> <li>• Customer Service Training</li> </ul>
<b>Common Career</b>	<ul style="list-style-type: none"> <li>• Tax Clerk</li> <li>• Water Clerk</li> <li>• Court Services Clerk</li> <li>• Collection Clerk</li> <li>• Payment Processing Clerk</li> <li>• Tax Revenue Analyst</li> <li>• Water Revenue Analyst</li> <li>• Collection Officer</li> </ul>