

**Essential & Desirable Criteria
Revenue Assistant – Cootamundra**

Please adequately address the essential criteria contained below. Failure to do so may result in your application not being considered.

Should you find the writing space insufficient, you're welcome to add an additional piece of paper to address the criteria.

Name: _____ Contact No. _____

Address: _____

Email address: _____

- 1. Demonstrated experience in local government administration, particularly in the areas of customer service, accounts receivable or rating.**

- 2. Solid understanding of NSW Local Government rating legislation, rating principles, best practice water and sewer guidelines and property legislation.**

3. **Demonstrated ability to perform all data entry and reconciliations associated with the rating & accounts receivable functions.**

4. **Strong computer literacy, including with the Microsoft office suite and rates and property information software systems.**

5. **Demonstrated interpersonal skills including the ability to interact and negotiate in a professional manner with members of the public, other external parties and staff at all levels of the organisation.**

6. Demonstrated time management skills, with the ability to prioritise and organise own workload and work with a minimum of supervision.

7. Current NSW Class C Driver's Licence.

Desirable Criteria

1. Completion of NSW Revenue Professionals Training Modules.

2. TAFE qualification in Local Government Rating or equivalent on the job training and workplace-based experience.
