



JOB DESCRIPTION: Utility Clerk
Starting Wage: \$13.63

Position Description

This position is responsible for maintaining the records of the Water and Sewer Utility customers which include: meter reading books, billing ledgers, payment posting, consumption history, and sewer billing in accordance with generally accepted accounting standards and is required to perform a variety of related clerical tasks.

Examples of Duties:

Essential functions include, but are not limited to:

- Maintenance of customer account records.
- Compilation and entry of meter reading information into billing system.
- Processing and mailing of customer bills.
- Collection and posting of customer payments.
- Posting of late penalties and related notices.
- Reconcile delinquent payments onto tax roll at year end.
- Processing of billing registers, trial balances and payment audit reports.
- Maintenance of accounts receivable related invoice processing.
- Assist in the maintenance of the tax database.
- Assist the Assessor with various tax-related records.
- Performs general clerical duties such as typing, filing, word processing, spreadsheets, and data entry and data retrieval in the Fiscal Officer's Office.
- Perform other miscellaneous tasks at the discretion of the Fiscal Officer.

Marginal functions include, but are not limited to:

- Mayor's Court Clerk
- Perform other duties as assigned.

Qualifications:

- High School Diploma; an associate degree in Accounting or related field preferred.
- A minimum of three (3) years of accounting experience involving computer record keeping; and evidence of training and experience in office procedures, word processing, and spreadsheet applications, is required. Experience with cash management and cashier operations, is desired.
- Must be at least 18 years of age, a citizen of the United States, and possess a valid Ohio Driver's License with a satisfactory driving record.

Knowledge, Skills and Abilities:

- Well-developed communication skills, both verbal and written.

- Working knowledge of accounting principles and practices, governmental or utility desired.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to manage time well, be highly organized and plan work assignments effectively to maintain a smooth flow of record keeping and information processing.
- Ability to use modern office technology, including a personal computer.
- Knowledge and ability to work with software related to accomplishing the accounting functions, including spreadsheets and various computer applications.
- Ability to establish successful working relationships.

Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Hand-eye coordination is necessary to operate various pieces of office equipment.

Specific vision abilities required by this job include vision and the ability to adjust focus. While performing the duties of this job, the employee is occasionally required to:

- Stand, walk, sit, stoop, kneel, crouch and crawl.
- Climb, balance, bend, twist and reach.
- Feel, talk and hear (normal range in normal office environment, corrected or uncorrected).
- Lift, carry, push/pull up to 25 pounds.
- Work under time pressures such as frequent "rush" jobs, urgent deadlines etc.
- Work under distractions such as telephone calls and other disturbances.
- Perform repetitive activities (calculating, keyboarding and writing)

Work Environment:

- Work is performed in an office setting.
- The employee is occasionally required to encounter unpleasant social situations (dealing with irate or disturbed individuals).