



JOB DESCRIPTION

TITLE: Utility Billing Clerk
EFFECTIVE DATE: January 2015
Grade: 10
Background Check Required: Criminal BCA, Outstate BCA, Driver's License, and Reference

DESCRIPTION OF WORK

General Statement of Duties:

This position responsibility will include but not limited to water, sewer, and storm sewer billing, accounts receivable and payable entries, fill in for the city clerk in her absence.

Supervision Received:

Works under the direct supervision of the City Clerk, and at the will of the City Council

Supervision Exercised:

As directed by the City Clerk.

TYPICAL DUTIES PERFORMED:

The duties listed are for illustrative purposes and do not necessarily include all the duties or activities performed by this position. Actual duties performed will vary on a day-to-day basis.

1. Prepare water, sewer, and storm sewer billing.
2. Enter meter readings.
3. Maintain the sewer, water, and storm sewer billing system which includes adding entries and final billing accounts.
4. Co-signs for Liquor Operations and Fire Department checks in absence of the Clerk.
5. Prepares receipts and deposits.
6. Enters utility payments into fund and utility billing system.
7. Maintain list of current utility customers.
8. Prepares assessment searches for utility accounts.
9. Issues burning permits.
10. Notarizes documents.
11. Prepares monthly reports for the council regarding the utility bills

12. Coordinates with the Maintenance Department to assure all water meters are in working order
13. Enter receipts and disbursements as directed by the city clerk in the accounting program.
14. Answer phones and handle appropriately.
15. Greet and handle resident inquiries.
16. Issue dog licenses and building permits.
17. Work city elections.
18. Filing
19. Other duties as assigned by the city clerk or city council.
20. Be able to back-up the city clerk in her absence.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Good knowledge of office practices and procedures.
2. Skill and proficiency in the operation of window based computer programs.
3. Ability to perform general clerical work requiring a high degree of accuracy.
4. Ability to efficiently organize work tasks.
5. Ability to deal confidently and effectively with members of the public, both in person and on the telephone.
6. Ability to communicate openly with the city clerk and city council both verbally and in writing.
7. Ability to communicate effectively in English.
8. Have a general understanding of city government.

QUALIFICATIONS

Minimum Qualifications

High school graduation or equivalent with at least two years of billing experience, preferably in the public sector; knowledge of accounts receivable; knowledge of accounts payable; valid drivers license, proficient in the use of Windows based computer programs; ability to effectively communicate verbally and in writing. Any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered.