

## UTILITY BILLING CLERK (FULL TIME/ TEMPORARY)

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **Duties, to include, but not be limited to:**

Assists with maintenance of utility records for the city's sewer and water utilities

Receives utility payments and other revenue payments; posts in Cash Receipting program to General Ledger.

Processes open and close requests for service forms.

Provides reception services at city hall by answering telephone, fax machine, and personal inquiries.

Produces letters, memoranda, reports, tabulations and other materials as requested.

Sorts and files correspondence

Assists in the maintenance of records and files.

### **Physical Requirements:**

Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying and other administrative work.

Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.

Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.

Must be able to handle stressful situations.

Must possess mental acuity for attention to accuracy and detail.

Must see in the normal visual range with or without correction.

Must hear in the normal audio range with or without correction

**Experience Required:**

High School diploma/GED required.

Experience in administrative work preferably in a Utilities department or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

RATE OF PAY: \$12.00/HOUR

DFWP/ EOE