

POSITION DESCRIPTION

Class Title: Clerk II

Date Completed: 09/15/00

Functional

Title: Clerk II/Utility Billing

FLSA Status: NE

Department: Finance

Job Code: 0133

Class No. 3

Job Title of Immediate Supervisor: Director of Finance

The Utility Billing Clerk will perform clerical, accounting, and administrative work in keeping official records, providing administrative support, answering the telephone, and filing. These tasks are performed under the general supervision of the Director of Finance according to a relatively fixed work routine. Unusual situations or assignments may require detailed instructions and supervisory follow-up.

ESSENTIAL JOB FUNCTIONS:

1. Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness;
2. Performs spreadsheet data input;
3. Maintains up-to-date utility billing program;
4. Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons;
5. Responds to counter, telephone and written inquiries;
6. Insures that work meets standards for exactness, neatness, and conformance to policies and procedures;
7. Performs other related duties as assigned.

MINIMUM REQUIRED EDUCATION & EXPERIENCE:

1. Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and
2. Two (2) years of increasingly responsible related experience; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

MINIMUM REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

1. Working knowledge of the principles and practices of modern public administration.
2. Extensive knowledge of office practices and procedures.
3. Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
4. Considerable knowledge of computers, electronic data processing, and general office practices and procedures.
5. Skill in the operation of standard office machines, including phone switchboard; mainframe computer terminal; personal computer system, including word processing, 10-key calculator; typewriter; phone; copy and fax machine.
6. Ability to perform arithmetic computations accurately and quickly
7. Ability to effectively communicate orally, in writing, and on a one-to-one basis with the public.
8. Ability to maintain effective working relations with employees, other departments, officials and the public.
9. Ability to maintain accurate records.
10. Ability to type and enter data accurately.
11. Ability to work under pressure and/or frequent interruptions.
12. Ability to handle stressful situations in an appropriate and professional manner.

SPECIAL REQUIREMENTS:

1. Must be bondable.

ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS:

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

1. Ability to operate a keyboard if required to perform the essential job functions.
2. Ability to read and interpret a document.
3. Ability to sit and talk and hear.
4. Ability to use hands to finger, handle or operate objects, tools, or controls.
5. Ability to reach with hands and arms.
6. Ability to view objects at close vision and to adjust focus.
7. Ability to lift/move/carry approximately 25 pounds if required to perform the essential job functions. If the employee is unable to lift/move/carry this weight and can be accommodated without causing the department/division an "undue hardship" then the employee must be accommodated; hence omitting lifting/moving/carrying as a physical requirement.

WORK ENVIRONMENT:

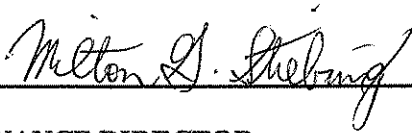
The work environment is in an indoor, climate controlled office. The noise level in the work environment is light to moderate.

While the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

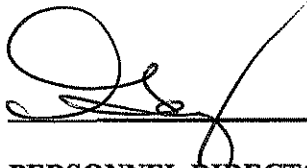
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVALS:



FINANCE DIRECTOR



PERSONNEL DIRECTOR

Classification Approved by Ordinance No. 93-7 on 5-13-93