

Utility Billing & Court Clerk

POSITION SUMMARY

Under the supervision of the City Clerk, the utility billing and court clerk is a non-exempt position under FLSA which performs clerical duties and performs dual roles as court clerk and utility clerk. The employee in this position provides citizen assistance, receives utility payments and performs data entry. Attends municipal court and works closely with the Municipal Judge, City Attorney and police for court matters. This employee should possess excellent communication, organizational and public relations skills.

ESSENTIAL FUNCTIONS

- Provides citizen assistance by fielding questions, concerns and complaints;
- Records all utility receipts;
- Prepares monthly utility billings;
- Maintains records of utilities billed and monies received;
- Performs general clerical duties which include use of the computer system;
- Prepares year-end electrical and water use reports;
- Records changes in customer account information;
- Creates new customer accounts;
- Assists with incoming telephone calls and messages to and from city staff;
- Works closely with utility metering staff on meter readings;
- Maintains records for municipal court;
- Records revenue received for court;
- Attends required municipal court trainings;

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Works in conjunction with the city clerk to prepare records for auditor;
- Performs other duties as deemed necessary or assigned

Utility Billing and Court Clerk Position Requirements

EXPERIENCE: One to three years of similar or related experience is required. The employee in this position is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

EDUCATION: A high school diploma or GED is required.

TECHNICAL SKILLS: A thorough knowledge of computers and a working knowledge of mathematics, bookkeeping and office procedures are required. This employee must be able to operate computers, printers, calculators, photocopiers and other office equipment. The ability to maintain accuracy, perform multiple tasks, read and interpret manuals, reports, billing statements, written instructions, strong public relation, organizational and oral and written communication skills are required.

PROBLEM SOLVING: Independent problem solving is involved in this position.

DECISION MAKING: Decision making is a factor in this position. This employee makes decisions about prioritizing daily work assignments, and performing daily duties in the most efficient manner.

SUPERVISION: This position is subject to supervision from the City Clerk and has no supervisory duties.

FINANCIAL ACCOUNTABILITY: This employee has no responsibility for preparing the annual budget. Employee will be asked for various reports that will go towards assisting with preparation of the annual budget.

PERSONAL RELATIONS: Daily contact with the general public, co-workers, supervisory personnel, the City Clerk and interaction with all other departments is expected.

WORKING CONDITIONS: No adverse working conditions exist within this position. Working in an office setting is the primary aspect of this position.

PHYSICAL REQUIREMENTS: Physical activity associated with working in an office setting is required to perform the daily duties of this position.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform this job.

Classification Quick View

FLSA: Non-Exempt

ADA: Applicable

FMLA: Eligible