An Equal Opportunity Employer

## **POSITION DESCRIPTION**

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**Position Title:** 

**Utility Clerk** 

Name:

Ann Herald

**Employment Status:** Full-time

**Dept./Div.:** Utilities

**FLSA Status:** 

Non-exempt

Reports To: Village Administrator

**Pay Status:** 

**QUALIFICATIONS:** Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Completion of secondary education or equivalent with training and/or experience in office practices and procedures and bookkeeping.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must be able to be bonded.

# ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

- Receives utility payments in person or by mail; collects utility deposits; processes payments 1. (posts to ledgers, journals, books and computer); reconciles payments; balances the cash drawer; prepares bank deposit slips and makes deposits; prepares reports and lists of deposits for Fiscal Officer.
- Prepares water, sewer, and refuse invoices for mailing; tabulates and records unpaid accounts; 2. prepares delinquent utility invoice collection notices and sends disconnect notices; prepares correspondence concerning EPA water testing results; prepares correspondence for the Village Administrator; prepares monthly reports for Village Council.
- 3. Receives telephone calls, greets customers, responds to inquiries and complaints, and/or directs customers to appropriate Village personnel.
- 4. Travels to bank and post office to make deposits and mail correspondence.
- Receives zoning fees, issues permits, and compiles folders; prepares work orders; sells water 5. tokens.
- Performs various clerical duties (e.g., prepares and maintains records, retrieves information from 6. file, prepares material from rough draft, types correspondence, reviews documents, completes forms, opens and sorts mail, operates various office equipment, etc.)
  - Covers the Court Clerk's office when the Clerk is absent.

Developed by:

Date Adopted: Date Revised:

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- 8. Demonstrates regular and predictable attendance.
- 9. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- 10. Maintains ability to be bonded.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- 1. Remains informed of current developments and procedures pertinent to duties; may be required to attend workshops, meetings, or seminars related to duties performed.
- 2. Performs any other related duties as assigned.

#### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** village policies and procedures; department goals and objectives\*; department policies and procedures\*; bookkeeping; basic accounting; basic office practices and procedures; public relations; records management.

skill in: computer operation (e.g., Microsoft Word, Excel, Outlook, etc.); data entry; modern office equipment; typing, word processing.

Ability to: prepare accurate documentation; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; complete routine forms; prepare accurate documentation; compile and prepare reports; prepare routine correspondence; communicate effectively; maintain records according to established procedures; develop and maintain effective working relationships; collect, record, and receipt money; respond to routine inquiries from public and/or officials; maintain confidentiality; resolve complaints.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Modern office equipment including a computer, calculator, typewriter, copier, and printer.

## **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee must negotiate, use, or work with or in the vicinity of:

1. Handling of materials and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)

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Air contaminants.

3. Hazardous chemicals commonly found in an office environment.

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## **GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:**

Γhe e	employee:	
l <b>.</b>	May occasionally encounter hostility from the general	public.
espo	position description in no manner states or impli- nsibilities to be performed by the position incumbent. wed and understand the contents of my position descript	My signature below signifies that I have
Ann	roval of Appointing Authority)	(Data)
'whh	toval of Appointing Authority)	(Date)
<u>∃mp</u>	loyee Signature)	(Date)
	Developed by:	

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