

CITY OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title:	Utilities Clerk	Page 1 of 3	
Employment Status:	Full-time	Dept./Division:	Utilities
FSLA Status:	Non-Exempt	Reports To:	City Administrator
Pay Grade:	Level 3	Classification:	Classified

MINIMUM QUALIFICATIONS FOR EMPLOYMENT: An example of acceptable qualifications: Completion of secondary education or equivalent (high school diploma or GED) and a minimum of one (1) year recent documented experience and/or training in accounting, accounts payable/receivable, bookkeeping, or related field; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and remain insurable under the City's vehicle insurance plan.

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

Calculator, computer, fax machine, copier, scanner, telephone, typewriter; postage machine, and other standard modern business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); may be required to lift, carry, push, or pull heavy objects; may be exposed to hostile or upset members of the general public; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

- 20% (1) Maintains high volume customer records for both commercial and residential accounts by updating and recording services such as transfers, disconnects and reconnects, foreclosures, meter changes; receives utility payments in person or by mail; collects utility deposits; maintains records of receipts for cash drawer from deposits and walk-in customers; processes payments (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; answers phone calls and assists and responds to customer's questions or resolves complaints or concerns regarding new service, payments, disconnect notices, and general account information; ensures confidentiality of all customer records maintained.

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- 20% (2) Reads sewer and water meters; processes meter reading data and water/sewer tap fees; prepares water, sewer, and refuse invoices for mailing; assists in reconciling utility billing activity with the general ledger; directs rereading of meters to ensure accuracy between present and previous months; types correspondence such as meter verification, water pit repairs, delinquent accounts, and meter access letters.
- 20% (3) Tabulates and records unpaid accounts; prepares delinquent utility invoice collection notices and sends disconnect notices; provides information to banks and loan agencies regarding foreclosures, sheriff sales, vacant properties and delinquent accounts; utilizes access to county auditor's web site to determine ownership of properties.
- 10% (4) Prepares correspondence concerning EPA water testing results; prepares correspondence for the Village Administrator; prepares monthly reports for Village Council.
- 10% (5) Receives zoning fees, issues permits, and compiles folders; prepares work orders; sells water tokens.
- 10% (6) Performs various clerical duties; prepares and maintains records; retrieves information from file; prepares material from rough draft; types correspondence; reviews documents; completes forms; opens, sorts, and distributes incoming mail, and processes outgoing mail and delivers to the post office.
- 5% (7) May provide administrative and/or clerical support to other departments as assigned or when required.
- 5% (8) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.

OTHER DUTIES AND RESPONSIBILITIES:

- Maintains required licenses and/or certificates.
- Demonstrates regular and predictable attendance.
- Meets all job safety requirements and all OSHA safety standards that pertain to essential functions.
- Performs other related duties as assigned.

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MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: City goals and objectives;* City policies and procedures;* work place safety; bookkeeping, records management; public relations; computer programs; general office practices and procedures; English spelling, grammar, and punctuation.

Skill in: Use of modern office equipment; data entry; computer operation; Microsoft Office applications.

Ability to: Carry out instructions in written, oral, or picture form; deal with variety of variables within familiar context; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; communicate effectively; copy records precisely and without error; prepare routine correspondence; maintain records according to established procedures; understand a variety of written and/or verbal communications; compile and prepare reports; work alone on most tasks; answer routine telephone inquiries; resolve complaints; develop and maintain effective working relationships; travel to and gain access to worksite.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description. I agree to abide by the requirements set forth. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

(Approval of Appointing Authority or Designee)

(Date)

(Employee Signature)

(Date)