

## VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

### POSITION DESCRIPTION

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<b>Dept./Division:</b>	Utilities	<b>Employee Name:</b>	
<b>Position Title:</b>	Utilities Clerk	<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	Village Administrator	<b>FLSA Status:</b>	Non-exempt

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**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 must remain insurable under the Village'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 ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., loud sirens, screaming people, building alarms, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from radiation; exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to extreme non-weather related heat or cold; exposure to shaking objects or surfaces; exposure to second-hand smoke; exposure to hazardous driving conditions; works, first, second or third shift; is periodically exposed to blood and other bodily fluids, as well as other potentially infectious materials; uses eye and face protection for potential exposure to flying objects, respiratory protection for potential exposure to airborne contaminants, head protection for potential impacts of objects to the head, and occupational foot protection for potential impacts of objects to the feet; participants in medical and first aid activities; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

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Date Adopted:

Developed by:

Date Revised:

Clemans, Nelson & Associates, Inc.

{3/26/2019 PDSLBI 00229549.DOCX }

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Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

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.
- 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.

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(8) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.

(9) Maintains required licenses and/or certificates.

(10) Demonstrates regular and predictable attendance.

(11) Meets all job safety requirements and all OSHA safety standards that pertain to essential functions.

### OTHER DUTIES AND RESPONSIBILITIES:

5% Performs other duties as assigned.

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

**Knowledge of:** Village goals and objectives;\* Village policies and procedures;\* generally accepted accounting principles; bookkeeping; office practices and procedures; English Grammar and spelling; records management.

**Skill in:** computer operation; data entry; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation.

**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.

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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.

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**Employee Name:**

**Position Title:**

Utilities Clerk

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(Approval of Appointing Authority or Designee)

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(Date)

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(Employee Signature)

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(Date)