

## **UTILITY BILLING CLERK**

**Department:** Administration

**Reports To:** City Clerk



### **Position Summary**

Under supervision of the City Clerk, the Utility Clerk performs a variety of clerical and accounting duties in maintaining and billing utility usage accounts, and keeping current, updated records of all utility customers within the city of Garnett. The employee in this position shares the responsibility for maintaining the computer files, utility fees and money collected. This employee will also answer any questions arising about a utility account.

### **Examples of Work**

- Maintains the computer files and enters meter readings and account information;
- Enters maintenance information to customer accounts on the computer;
- Sets up new utility billing accounts;
- Balances cash drawers and cash receipts;
- Maintains accurate balance of bank accounts;
- Bills all utilities and sends out utility invoices and delinquent notices;
- Checks adjustments and corrections of utility accounts;
- Checks utility security deposit information to make sure it is correct, and that deposit report balances with deposit fund account;
- Accepts payment of utility bills through the mail or over-the-counter;
- Checks and logs month-end billing totals and consumptions, and applied credits posting;
- Maintains current list of dog tags, rabies vaccinations and owner's addresses;
- Collects wiring and tap fees, zoning fees and recreation fees and prepares receipts;
- Receives municipal court payments when needed and serves as back up court clerk;
- Other related duties as deemed necessary or as required.

### **Experience**

At least three years of office and cash handling experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six months to one year in the position.

### **Education**

High school diploma or GED. Coursework in accounting and computers helpful.

### **Skills**

Knowledge of computers, municipal accounting, and basic bookkeeping. The ability to use tact and work well with utility customers and other employees. The ability to operate a computer, typewriter, calculator, and other related office equipment.

### **Physical demands**

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to utilize objects, tools, equipment, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. Must maintain a physical condition appropriate to the performance of assigned duties and responsibilities, which may include working closely with others, high levels of public contact, and irregular working hours.

**Problem Solving**

Limited problem solving exists in this position. Problems include customer accounts to determine if an error has been made or if a leak may exist causing a high meter reading, locating posting and billing errors and computer malfunctions.

**Decision-Making**

Limited decision making exists in this position. Duties follow prescribed policies and procedures. Decisions include whether to send out service orders to check for meter leaks.

**Accountability**

The Employee is responsible for daily utility receipts and fees collected. The Employee does not participate in the annual department budget process.

**Supervision**

Moderate supervision is provided, and job-related decisions are reviewed by the City Clerk. The Employee does not have supervisory responsibility over subordinate personnel.

**Personal Relations**

Frequent contact with other city departments and continual contact with the general public.

**Residency**

The employee working in this position is required to reside within Anderson County.

**Working Conditions**

No adverse working conditions exist in this position.

**Salary and Hours**

The pay scale for this position is \$14.00 - \$22.00 (G3) an hour with excellent benefits, pay is based off qualifications.

*Equal Employment Opportunity.* The City of Garnett is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability, or any other factor unrelated to the essential functions of the job. If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter. Verification of identity and employment eligibility to work in the United States is required by federal law. For a list of acceptable documents that establish these criteria, please refer to the federal Form I-9.

Revised 08/2020

Share: HR/Job Descriptions