



# CITY OF PATASKALA

## POSITION DESCRIPTION

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**POSITION TITLE:** Utility Billing Clerk  
**STARTING PAY RATE:** \$18.00  
**DEPARTMENT:** Utility  
**POSITION REPORTS TO:** Utility Director  
**NUMBER OF OPENINGS:** One (1)  
**FLSA STATUS:** Non-Exempt  
**CIVIL SERVICE STATUS:** Classified

### **JOB DESCRIPTION:**

#### **General Description of Position**

- Performs a wide variety of administrative and support functions for the Division of Utilities.
- Accepts payment of utility bills and prepares deposits at end of day.
- Performs computer data entry and generates reports in regard to all aspects of the utility billing system.
- Generates service orders as needed in order to obtain and confirm all data which is entered into the billing system.
- Answers phones and provides customer service support to the public.

#### **Essential Functions**

- Performs data entry for the Division of Utility Services.
- Works on special projects as assigned by the Director of Utility Services or the City Administrator.

#### **Other Duties**

- Other related duties as required or assigned

### **MINIMUM REQUIREMENTS FOR ENTRY TO POSITION**

#### **TRAINING AND EXPERIENCE**

- High school diploma or GED equivalent.

- At least two (2) years' experience in office procedures and/or office management, preference will be given to those with accounts receivable, municipal government, and records management experience.
- Knowledge of government structure and process is essential.
- Must have excellent written and oral communication skills.
- Must be able to understand and follow complex instructions and prepare reports.
- Demonstrated skill in data entry and computer operations including: word processing, spreadsheet, and database applications.
- Must have exceptional interpersonal skills and ability to establish and maintain relationships with city officials, supervisory staff, fellow city employees, and the general public.
- Must have a general working knowledge of computers.

#### **SPECIAL REQUIREMENTS**

- Must be bondable and eligible to become a Notary Public.
- Must be able to attend special meetings or seminars as part of ongoing or continuing education or to enhance job effectiveness.

All resumes will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

Posted: Monday, March 4, 2019.

The City of Pataskala is an equal opportunity employer