

CITY OF HARRAH

OCCUPATIONAL TITLE: Utility Clerk

OCCUPATION CODE: 1116

DEPARTMENT/DIVISION: City Clerk

GENERAL DEFINITION:

This is responsible clerical work involving the maintenance and review of financial and/or utility billing records.

This work involves responsibility for the performance of a variety of moderately complex tasks related to the operation and maintenance of the utility billing system. An employee in this class is engaged in various bookkeeping and finance operations such as handling cash transactions, billing utility customers, and producing reports on the status of utility collections.

The work is performed under general supervision of the City Clerk and is reviewed through records, audits, and observation of results obtained.

ESSENTIAL FUNCTIONS AND DUTIES:

(The items listed below are not intended to be a complete listing of all essential functions and duties of the position.)

- Oversee various fiscal operations, maintenance and implementation of new products of the accounting and computer systems of the utilities functions.
- Receive payments for utility bills.
- Enter utility billing data in computer for preparation of bills.
- Bill utility customers and other consumers of City services, and post payments to customers' accounts.
- Process NSF checks.
- Update or change customer records as necessary.
- Receive citizen and utility customer inquiries and complaints; prepare work orders for execution by appropriate utility crew.
- Arrange for special water meter readings and keep the schedule of water meter and remote installation and maintenance activities for Public Works crews, noting jobs scheduled and completed on scheduling records.
- Keep computerized accounting records for utilities which include cash book, general ledgers, and journals.
- Run printouts of late paying utility customers and assess penalties.
- Prepare work orders for water shut offs, turn-ons and other items as needed.
- Produce monthly and quarterly reports on the status of utility revenues.
- Maintain an awareness of appropriate safety practices and procedures and apply these daily in perform work responsibilities.
- Assist Permits and Court as needed to maintain staff coverage.

ESSENTIAL FUNCTIONS AND DUTIES: (Continued)

- Do any and all other functions that may be required by the City Clerk, or other appropriate supervisors.

MINIMUM QUALIFICATIONS:

- Knowledge equivalent to a high school diploma and such training and/or experience would provide the applicant with the below referenced knowledge, skills and abilities.
- Knowledge of basic mathematics.
- Knowledge of modern office practices, procedures and operations; considerable knowledge of the principles and practices of bookkeeping.
- Knowledge of City's utility billing policies and practices.
- Knowledge of accounting and financial management concepts.
- Knowledge of office equipment including computers, copiers and fax machines.
- Knowledge of departmental and City accounting systems and procedures.
- Knowledge of basic IT and various software programs.
- Ability to understand written and oral directions.
- Ability to maintain an effective working relationship with other employees.
- Ability to deal with the public in a tactful and courteous manner.
- Ability to apply bookkeeping principles to the daily maintenance of standard fiscal and accounting records.
- Ability to make arithmetic computations accurately and rapidly.
- Ability to type, enter, and retrieve information from a computer.
- Ability to establish and maintain accurate and understandable filing systems.
- Must be bondable.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Some exposure to unpleasant citizens must be able to handle tactfully.
- Subject to abnormal daily stress.
- Must be able to handle and properly account for large sums of money.
- Must have the physical dexterity to type 40 words per minute with accuracy.
- Work is typically indoors, subject to sitting, standing, walking, or using a telephone for extended periods of time.
- Subject to exposure to light and glare from a computer terminal.
- Subject to noise of a copying machine, ten-key, telephone or computer.
- Subject to working in a confined area in close proximity to others, with frequent interruptions.
- Vision required to read and review written correspondence, reports, statistical and technical data, and computer screen, etc.
- Hearing and speech required to communicate clearly and distinctly in English, by telephone and in person within the confinement of a semi-noisy environment.

SUPERVISION:

This position is under the direct supervision of the City Clerk.

EEO Class: Administrative Support (OC/9131)

FLSA Status: non-exempt

Grade: H1-H2-H3-H4

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will and for no term of definite duration. I also understand and agree that either the City of Harrah or I may terminate my employment relationship at any time.

Employee

Date

The City of Harrah, Oklahoma is an Equal Opportunity Employer.