

CITY OF HALLSVILLE

JOB DESCRIPTION: City Utilities Clerk --

DEPARTMENT: Water

Job description specifications are intended to present a descriptive list of the range of duties performed by employees in this job, along with any other job task that is asked of you. Specifications are not intended to reflect all duties performed within the job.

GENERAL PURPOSE

Performs a wide variety of professional, administrative and clerical duties for the Water Department, Water Superintendent, City Secretary, and Mayor.

SUPERVISION

Works under the supervision of the City Secretary and Water Superintendent

REQUIRED DUTIES AND RESPONSIBILITIES

- Assists City Secretary, Water Superintendent and Mayor as needed
- Excellent telephone skills – good telephone manners are a must
- Excellent customer service skills
- Directs calls to appropriate departments and takes legible messages
- Good cash knowledge – ability to count cash back to the customer
- Good knowledge of the functions of a calculator
- Good knowledge of balancing cash drawer on a daily basis
- Responsible for maintaining proper amount of cash in cash drawers
- Good organizational skills
- Excellent computer skills
- Taking required 15 minute break at 9:45 am and 2:45 pm daily
- Knowledge of opening, closing, and transferring of customer utility accounts
- Excellent knowledge of entering water payments, balancing of registry, and making bank deposits
- Maintains monthly deposit slips in proper filing order
- Responsible for taking bank deposits to bank and making mail drops
- Accounts Payable/Accounts Receivable preparation
- Good communication skills with customers as well as fellow co-workers
- Good knowledge of meeting deadlines even when in a stressful situation
- Assists in special projects
- Maintains owners that own rental properties
- New Customer Correspondence
- Records upkeep
- Assists with mail outs
- Assists with City events
- Maintains bulletin board in City Hall
- Orders supplies for City Hall and Police Department
- Assists Municipal Court – will be crossed trained

HOURS

8:00 AM – 5:00 PM Monday thru Friday, required to take two 15 minute breaks and 1 hour lunch daily

DRESS

Professional and appropriate dress required

EMPLOYEE HANDBOOK

Have read and understand and is required to be in compliance with handbook at all times

VOLUNTEER DUTIES

Western Days, National Night Out, and Spring Clean Up

Whenever asked for volunteer help, always try to help one way or another.