

CITY OF HALLSVILLE

JOB DESCRIPTION: Water Secretary --

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 Water Superintendent, City Secretary, and Mayor as needed
- Secretary to Water Department staff, including the performance of clerical duties
- Excellent telephone skills – good telephone manners are a must
- Excellent customer service skills
- Good cash knowledge - the 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 10:00 am and 3:00 pm daily
- Assisting Water Superintendent with monthly and yearly reports as needed
- Knowledge of opening, closing, and transferring of customer accounts and processing Customer Account Deposits – Inhance program
- Excellent knowledge of entering water payments, balancing of registry and making bank deposits
- Maintains monthly deposit slips in proper filing order
- Collecting on NSF Checks
- Assists in taking bank deposits to bank and making mail drops
- Responsible for communication with Sanitation Solutions regarding garbage issues, services, and auditing invoices
- Maintains City Facebook page
- Good communication skills with customers as well as fellow co-workers
- Good knowledge in preparing monthly turn-offs by applying penalties and mailing out 2nd notices
- Responsible for preparing monthly billing notices and meeting deadlines
- Reconcile Customer Utility Accounts and mail statements (could process up to 3 times a month)
- Schedule meter reads, upload and download meter reads
- Yearly reports for Allowance Subsidy for our Rural Development and HUD properties
- Processing End of Day and End of Month reports

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

Ad pages for Football program or any other programs

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