

VILLAGE OF VERSAILLES

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Utilities Account Clerk-Secretary	Position Title:	Utilities Account Clerk-Secretary
---------------------	-----------------------------------	------------------------	-----------------------------------

Dept./Division:	Utilities	Employment Status:	Full-Time
Reports To:	Village Administrator	FLSA Status:	Non-Exempt

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

1. High school diploma or general education degree (GED).
2. Training and/or experience in bookkeeping and office practices and procedures.
3. Must meet the requirements to be bonded.
4. Must possess a valid Ohio driver's license.

GENERAL DESCRIPTION:

Under general direction, posts accounting data to ledgers, journals, books, computers, or other bookkeeping instruments; posts accounts receivable; performs various clerical duties; responds to inquiries from the general public.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, calculator, typewriter, laminating machine, binding machine, copier, fax machine, two-way radio, telephone system, motor vehicle, adding machine, burster, bill inserter, postal scale, Sensus handheld devices.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

For purposes of O.R.C. 4167.

The employee must negotiate, use, or work with or in the vicinity of:

1. Portable metal ladders.
2. Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
3. Utility cart to move boxes of computer paper, utility forms, and records from room to room.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

VILLAGE OF VERSAILLES

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Utilities Account Clerk-Secretary	Position Title:	Utilities Account Clerk-Secretary
---------------------	-----------------------------------	------------------------	-----------------------------------

JOB DESCRIPTION AND WORKER CHARACTERISTICS: JOB DUTIES

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. **Monthly Utility Billing:** Includes loading handheld units for meter readings, downloading information after meter readings, preparing meter check lists from meter readings (to account for missing readings and possible errors), calculating bills and reviewing trial billing, preparing billing statements, collecting utility payments, posting daily cash receipts, applying penalty charges, preparing delinquent notices, entering move-ins/move-outs, meter changes, account adjustments.
2. Posts, updates, and balances moderately complex financial ledgers, books, cards, journals, or other accounting instruments (e.g., accounts receivable, etc.) and calculates amounts to be collected.
3. Matches invoices, receipts, receives and posts bills, and other accounting documents; deposits daily receipts.
4. Performs related clerical duties (e.g., types pay-ins, requisitions, correspondence, invoices, delinquent reports, notices, forms, permits, statistical reports, and other documents, etc.).
5. Reviews, verifies, maintains, and/or corrects receipts, invoices, journal entries, or other accounting reports and documents.
6. Prepares and maintains detailed and routine financial and statistical records, reports, and other worksheets; cross indexes files and files and collates records and information.
7. Communicates with and receives directives from Village Administrator.
8. Gathers, compiles, and calculates statistical data.
9. Files, reproduces, and distributes documents.
10. Greets public and receives incoming telephone calls; responds to routine inquiries or directs to appropriate personnel and may assist in completing forms.
11. Ensures proper maintenance and repair of equipment; performs duties of co-workers as assigned.

VILLAGE OF VERSAILLES

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Utilities Account Clerk-Secretary	Position Title:	Utilities Account Clerk-Secretary
---------------------	-----------------------------------	------------------------	-----------------------------------

12. Operates and maintains office machines as necessary (e.g., computer, copier, typewriter, calculator, telephone, etc.).
13. Receives, sorts, and distributes mail and orders office supplies.
14. Maintains organization and security of data; compiles data for preparation and prepares periodic or other special reports as needed.
15. Appears on behalf of the Village when a customer is taken to small claims court.
16. Maintains records for customers who receive assistance for utilities (e.g., HEAP, other available help, etc.) and provide advice.
17. Assists customers who have difficulty in paying bills and make arrangements for payments.
18. Notarize documents.
19. Change daily back-up tapes for Village's server and CMI back-up.
20. Prepare letters (e.g., Notices of Dishonor, notices after bankruptcy, notices to new customers to sign up, notices regarding meter obstructions, etc.).
21. Update Health Priority List and Weekly News Articles binder.
22. Maintains and updates Village website and governmental/educational television channel 18.
23. Maintains confidentiality at all times.
24. Follows and maintains compliance with Village Personnel Policy Manual and departmental policies and procedures.
25. Maintains the ability to be bonded.
26. Maintains required license(s) and/or certificates.
27. Demonstrates regular and predictable attendance.

VILLAGE OF VERSAILLES

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Utilities Account Clerk-Secretary	Position Title:	Utilities Account Clerk-Secretary
---------------------	-----------------------------------	------------------------	-----------------------------------

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends workshops or seminars related to duties performed.
2. Demonstrates and maintains satisfactory public relations.
3. Assists other Village employees and departments in performing their duties.
4. Performs other duties as assigned by supervisor.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment).

Knowledge of: Village policies and procedures; office practices and procedures; accounting; bookkeeping; public relations; records management; utility assistance programs; customer service practices; filing systems; computer systems; municipal services and activities.

Skill in: use of computer; calculator; typewriter; adding machine; fax machine; motor vehicle operations; two-way radio.

Ability to: interpret policies, procedures, and regulations; carry out detailed but basic written or oral instructions; deal with problems involving several variables within familiar context; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; complete routine forms; prepare accurate documentation; compile and prepare reports; communicate effectively; gather, collate, and classify information; maintain records according to established procedures; develop and maintain effective working relationships; work safely; exhibit and maintain satisfactory work ethics and public relations.

PERFORMANCE EVALUATION:

Per the Village of Versailles Policy Manual.

VILLAGE OF VERSAILLES

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title: Utilities Account Clerk-Secretary **Position Title:** Utilities Account Clerk-Secretary

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instructions and perform any duties required by the position's supervisor, Village Administrator, Mayor, or designee.

Approved by Mayor or Designee

Date

Employee Signature

Date