

## WATER UTILITY CLERK

### JOB SUMMARY

Performs a variety of routine and complex clerical, administrative and technical work in the administration of the Water Utility.

### SUPERVISION RECEIVED

Reports to the Finance Director.

### EXAMPLES OF DUTIES

- Serve as primary Customer Service representative to the Water Utility customers.
- Maintain and update the Water Utility database of all information in customer accounts.
- Prepare monthly warrant for water and fire service bills.
- Prepare meter reading devices for monthly contractor meter readings.
- Serve as internal contact person for Municipal Utility Committee, Engineering Department, Sewer Department, and Whitewater.
- Process Backflow Test reports for accounts to bill customers.
- Process and reconcile receipts and deposits for the Water Utility.
- Prepare list and recommendation of action of delinquent accounts for management action.
- Perform other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of accounting principles and practices. Experiences with Microsoft Office. Experience in using office equipment required. Knowledge of department rules, regulations, standard operating procedures, directives, and written policies as they relate to the duties and responsibilities of the position. Ability to communicate effectively in oral and written form.

### MINIMUM QUALIFICATIONS REQUIRED

High School graduate (or certified equivalency) with a minimum of 2 years related experience, or a combined aggregate of related training, experience, and education. Possess excellent oral and written communications, human relations, and organizational skills. Must pass a criminal background check and credit check.