

TOWN OF CENTRAL

JOB DESCRIPTION

UTILITY PAYMENT CLERK

Job Grade 7

OCCUPATION SUMMARY:

Perform a variety of routine and clerical, secretarial, and administrative work for the Utility and Administrative departments.

Task Statements considered Essential Duties and Functions:

Receive and receipt payments for water bills and for water connection service, and process payment through computer.

Receive and receipt payments to establish new water and/or sewer service. Call in location of lines to other utility companies before work is performed.

Balance cash drawer for deposits from the Operation and Maintenance Fund, and make deposits as necessary.

File active and inactive water connection cards.

Prepare work orders as needed for water and sewer service, and process work orders through computer.

Coordinates with other utility agencies for line placement and service areas.

Receive participant sign-ups for each athletic event and receipt payments.

Maintain Park building calendar for rental. Take reservations, receipt payment, and process for refund if applicable.

Answer phone for the Town Administrator, Public Works, Recreation Department, and Police Department; record messages and assist as needed.

Receive the public and answer questions and complaints; respond to inquires from employees, citizens and others and refers, when necessary, to appropriate persons. Provides customer service as needed.

Prepare work orders for the Utility, Sewer, and Street departments as requested by Police Officers, residents, and others.

Process mail received daily for Utility Department.

Operate various office machines as required.

Maintain radio contact with Public Works and Fire Department. Dispatch work to be performed to Public Works as needed and as emergency situations arise. Contact other utility companies if needed.

Issue Brush/Mulcher vouchers as requested from Town residents.

Task Statements considered Marginal Duties and Functions:

Assist applicants with business license applications; calculate fees and receive and receipt payment.

Assist applicants with building permits and zoning questions, receive and receipt payment for permits, and record request for building inspection.

Fax information as needed; receive and distribute faxed material received.

Perform other related duties as required.

Specifications:

Necessary minimum knowledge, skill, and ability with this classification:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.

Skill in operation of listed tools and equipment.

Ability to perform cashier duties accurately; Ability to effectively meet and deal with the public; Ability to communicate effectively verbally and in writing; Ability to handle stressful situations.

Special Requirements with this classification:

Valid S.C. driver's license or ability to obtain on.

Amount of education, either on-the-job or formal education, and experience usually associated with this occupation:

High School diploma or GED equivalent with specialized course work in general office practices, such as computer knowledge, keyboarding typing, filing, accounting, and bookkeeping.

One (1) year of administrative, secretarial, or related experience.

Any equivalent combination of related education and experience.

Tools and equipment used for this classification:

Phone; Personal Computer; Copy Machine; Postage Machine; Fax Machine; Base Radio; 10-Key Calculator.

Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:

The physical demands described here are representative of those must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, as well as adequate sight for safely operating a motor vehicle.

Environmental Work Conditions (Physical Surroundings and Hazards) usually associated with this classification:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works solely inside the office. There are no environmental hazards indicated for this classification.

The noise level in the work environment is moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

1/19/06 DK