

HELP WANTED
UTILITY BILLING / CLERICAL SUPPORT POSITION OPENING

The City of Darlington is seeking applicants for a Utility Billing / Clerical Support Position. Responsibilities include maintenance of utility billing database; preparation and collection of quarterly utility billings; customer service; clerical support for the Police Department, Water and Sewer Department and Clerk-Treasurer's Office; and other duties as assigned. Strong accounting, communication and computer skills required. This is a full-time position. Applicant must have a valid driver's license and transportation. Qualified candidates will have the ability to work in a multi-person office with professional attitude and appearance. Applicants must be bondable. Wages are negotiable, based on qualifications and experience. Fringe benefits include health and life insurance, dental/optical insurance, state retirement program, vacation and sick leave. Successful applicant will be subject to background check. Applications and complete position description are available at the City Office at 627 Main Street, Darlington, WI 53530, or by calling (608) 776-4970. This same information can also be found on the City's website: www.darlingtonwi.org. Submit application to Finance and Personnel Committee, c/o Mike McDermott, Mayor, City of Darlington, 627 Main Street, P.O. Box 207, Darlington, WI 53530. Application deadline is Thursday, March 11, 2021 at 2:00 PM.

Publish: February 25th and March 4th, 2021.

UTILITY BILLING / CLERICAL SUPPORT POSITION

Duties relating to Utility Billing

- Process utility payments and calculate bank deposit.
- Process move-ins / move-outs (send out final bills)
- Record meter changes / installations.
- Process quarterly billing, review reports, print bills and mail.
- Process "Past Due" and "Disconnect" notices and mail.
- Perform monthly and quarterly reporting.
- Prepare documents and reports for annual audit.

Duties performed for the City Office

- Answer telephone and route calls.
- Assist customers with questions and concerns.
- Assist customers with room, gym or shelter house rentals. Maintain calendar with reservation information.
- Assist departments and department heads with typing, filing, or copying as needed.
- Assist Building Inspector and Property Maintenance Inspector with processing of building permits, zoning/variance requests, and property maintenance violations. Schedule, post and attend Zoning Board meetings as needed.
- Maintain City's street, address listing current.
- Order office supplies and place service calls for equipment.
- Assist with collection of tax payments in December and January each year.
- Process invoices for miscellaneous City services.
- Other duties as assigned.

Duties performed for the Police Department

- Type reports as needed.
- File reports as needed.
- Enter, log and receipt parking tickets.
- Send out past-due notices for parking tickets.
- Reply to accident-incident report requests.
- Maintain City's business listing and contact listing current.
- Order office supplies.
- Other duties as assigned.

Miscellaneous

- Third office person in regard to segregation of duties and internal controls.
- Other duties as assigned.



Employment Application Page 1 of 2

Applicant Information

Full Name: Last First Middle Date:

Address: City State ZIP

Phone: Cell Phone Social Security No.:

Position Applied for: Date Available:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been convicted of a felony? YES NO If yes, explain?

Have you ever worked for this City? YES NO If so, when?

Education

High School: Address:

From: To: Did you graduate? YES NO Diploma:

College: Address:

From: To: Did you graduate? YES NO Degree:

Other: Address:

From: To: Did you graduate? YES NO Degree:

References

Full Name: Relationship:

Company: Phone:

Address:

Full Name: Relationship:

Company: Phone:

Address:

Full Name: Relationship:

Company: Phone:

Address:



Employment Application Page 2 of 2

Employment History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

Start date: _____ End: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

Start date: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

Start date: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____