

UTILITY BILLING / CLERICAL SUPPORT POSITION

Duties relating to Utility Billing

- Process utility payments and calculate daily bank deposit
- Process move-ins/move-outs and send out final bills
- Record meter changes/installations/cross connection inspections
- Process quarterly billing, review reports, print bills, and mail bills
- Process Past Due and Disconnect notices and mail
- Perform monthly and quarterly reporting
- Prepare documents and reports for the 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 the 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
- Order office supplies and place service calls for equipment
- Assist with the 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
- Upload video/audio files as requested
- Enter, log, and receipt parking tickets
- Send out past-due notices for parking tickets
- Fulfill accident-incident report requests
- Assist Officers with D.A.R.E. program graduation materials, and annual brat stand
- Maintain City's business listing and contact listing
- Order office supplies
- Other duties as assigned

Miscellaneous

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