

## **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 are 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 a professional attitude and appearance. Applicants must be bondable. Bi-lingual applicants are highly encouraged to apply. 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](http://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, September 28<sup>th</sup> at 2:00 PM.

Publish: September 14<sup>th</sup> and 21<sup>st</sup>.

## **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**

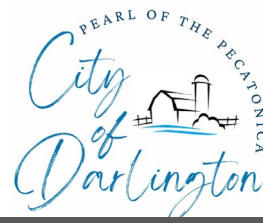
- Type reports as needed
- Upload video/audio files as requested
- Enter, log, and receipt parking tickets
- Send out past-due notices for parking tickets
- Fulfill accident-incident report requests
- Assist Officers with D.A.R.E. program graduation materials, and annual brat stand
- Maintain City's 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

# City of Darlington

## Employment Application Page 1 of 2



### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First Middle*

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: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start date: \_\_\_\_\_ End: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start date: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

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: \_\_\_\_\_