

JOB POSTING

DEPARTMENT:	Sanitary Engineer's
LOCATION:	842 Youngstown Kingsville Rd Vienna, Ohio 44473
POSITION:	Utility and Account Clerk Floater
SUPERVISOR:	Myrdis T. Ledbetter
HOURS OF WORK:	8:30 a.m. – 4:30 p.m.
SALARY RANGE:	Pay Range 5
POSTING PERIOD:	February 8, 2010 – February 17, 2010
POSTING DESCRIPTION:	See attached

TRUMBULL COUNTY
Job Description

JOB TITLE: Utility and Account Clerk Floater

PAY GRADE:	DEPARTMENT: Sanitary Engineers
EMPLOYEE NAME:	DIVISION:
SUPERVISOR:	

SUMMARY: Under direct supervision, provides clerical support to office staff; assists in preparing monthly customer account billing statements, processes financial revenue of water and sewer billings, prepares work orders and performs appropriate record keeping by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- 30% Enters information into computer or computes amount due. Prepares monthly billings for well districts, enters new customers into billing system. Assists in preparing billing on a monthly basis. Prepares monthly billing for special account in districts as assigned. Sends bills out on all water and sewer districts. Assists in billing system as needed. Accepts payments at counter as needed.
- 30% Checks and cross references of Uniguns reports for over reads, wrong readings, prepares final bills, name changes to new owner or renters, takes rental deposits, turn-on fees, etc. Records and reads computer files and records all phone or card readings into computer, taking checkouts to IBM for processing. Files any change sheets into proper districts, checking on water and sewer permits. Answers telephones, receives and responds to billing inquires and complaints; assists in preparing and issues work orders to field personnel for maintenance crews and meter readers. Assists in scheduling work orders (e.g., turn on and off services). Collect fees (e.g., payments, tap fees, rental deposits, etc.); contacts agency personnel, businesses, etc. on behalf of supervisor. Operates two-way radio.
- 30% Enters data into computer and ledgers for payments and daily receipts; makes daily pay-ins and penalize districts, etc. Enters data and records certification information, researches information from Auditors' office or in computer. Calculates total, net amounts, discounts and records computations. Opens and sorts mail.
- 10% Types, files, records correspondence, reports, and other documentation generated by office staff. Receives and prepares incoming and outgoing mail, and distributes mail. Sets up all new accounts per permits, reviews with engineering department and coordinates billing type as to meter readings, SRE's or wells.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be able to make engineering conversions regarding volumes (cubic feet and gallons) and perform calculations regarding total amounts and discounts involving billings.

REASONING ABILITY: Ability to apply commonsense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Must use data entry terminal and other software applications as required (i.e. work processing, Lotus) to enter billing data and prepare written correspondence.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is frequently required to stand; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear.

The employee must occasionally lift and/or move up to 20 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.

WORK ENVIRONMENT: 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.

The noise level in the work environment is usually moderate.