

WATER CLERK

SUMMARY

Responsible for utility billing operations. Assist public with utility billing questions and other problems. Answer the phone and wait the counter. Assist the Tax Clerk with collecting tax payments.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Township Supervisor.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Operate all office equipment.
2. Process water bills, accept payments and make bank deposits.
3. Follow-up on delinquent collections and prepare tax liens.
4. Record all water payments.
5. Perform reception and counter duties, as needed; receive visitors and telephone calls; answer routing inquiries and complaints and make correction to customer bills; receive and account for payments for Township services.
6. Assist residents with filling out Building, Electrical, Plumbing and Mechanical Inspection applications. Entering inspection requests into computer program. Issue Building Permit as appropriate.
7. Assist residents with applying for Hall Rental, maintain hall rental schedule, deposits and payments.
8. Prepare a synopsis of the monthly Board minutes.
9. Assist Tax Clerk as needed.
10. Prepare and maintain various ledgers and other accounting records and reports.
11. Assist the Treasurer as needed.
12. Prepare Daily Bank Deposits and make Daily Deposits at the Bank when needed.
13. Balance Cash Drawers Daily when needed.
14. Assist the Clerk with QVF daily and scheduled elections throughout the year.
15. Perform related duties as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES.

SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Knowledge of the laws, regulations and policies governing a variety of Township office processes, including utility billing.

Skill in the operation of a computer, calculator, typewriter, copier and other standard office equipment.

Skill in establishing and maintaining effective working relationships with other employees and the general public.

Ability to work effectively with numbers to complete duties, communicate effectively, see well, and hear well.

A valid driver's license.

Required training and experience include graduation from high school or equivalent and three years of related office experience.