

**TOWN OF CENTRAL**

**Grade 108**

**POSITION DESCRIPTION**

**UTILITY BILLING SUPERVISOR/**

**DEPUTY TOWN CLERK**

**GENERAL PURPOSE**

Assists Clerk with a variety of clerical and administrative duties required by municipal government. Reviews worksheet input and output data to verify adequacy and appropriateness of material required for data processing operations. In charge of the Utility Billing Department. Reports to the Town Administrator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Manages operations in the Utility Billing Department.

Supervises the Utility Payment Clerks.

Enters, calculates and details all water and sewer revenue.

Processes billing for all water and sewer accounts. Prints and perforates bills for mailing.

Processes all work orders for Street, Sanitation, and Sewer Treatment.

Sends out second notice of non-payment of utility bills, produces run cutoff list.

Prepares list for Set Off Debt Collection.

In the absence of the Finance Director, receives, calculates all deposits money for Gross Revenue Fund, General Fund, and other funds, transfers funds from one account to another as necessary, and processes disbursement of money from various accounts.

Reviews worksheet listing materials required for specific data processing project and accompanying source documents and materials to determine completeness of documents and adequacy and appropriateness of materials required.

Examines notations, code indications, and instructions written on source documents for legibility and to detect errors and verifies conformance with established policies all specifications.

Notifies Finance Director all Administrator when input errors or shortages of documents or materials are detected and corrects errors.

Reviews corrected input and output data, or computer printouts with source documents and worksheets to verify completeness, accuracy all conformance to specifications.

Acts as Town Clerk in his or her absence.

Assists as necessary with business license payments.

Answers phones, receive incoming voice mail, and transfers calls to appropriate departments.

**Task Statements considered Marginal Duties and Functions:**

Assists with Recreation Department sign-ups.

Assists Municipal Clerk of Court in collection of court fines.

Assist citizens of the Town and general public. Provide customer service as required.

Performs other related duties as required.

Shall enroll in various job-related refresher courses/seminars to update job and skills knowledge.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) High school diploma or GED equivalent, and
- (B) Two (2) years of bookkeeping experience; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of office practices and procedures. Working knowledge of bookkeeping practices.
- Skill in operation of listed tools and equipment.
- Ability to establish and maintain effective working relationships with employees, other departments, officials and the public. Ability to communicate effectively verbally and in writing.

**SPECIAL REQUIREMENTS**

- (A) Valid State Driver's License, or ability to obtain one.

**TOOLS AND EQUIPMENT USED**

Typewriter, personal computer, including word processing, spreadsheet and data base software; printer; IO-key calculator; phone; copy machine; fax machine, tape recorder, sorting machines, tabulating machines

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
  - The employee must occasionally lift and/or move up to 25 pounds.
  - Specific vision abilities required by this job include close vision and the ability to adjust focus.
  - The noise level in the work environment is usually quiet.
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*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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