

## **PAYROLL/ UTILITY BILLING CLERK**

**GENERAL PURPOSE.** The Payroll/Billing Clerk is a non-exempt position under FLSA. This employee generates utility bills and maintains all utility billing records as well as processes payroll and maintains all payroll records. This employee is also the first person to wait the counter. This employee should possess strong clerical, communication, and public relation skills.

### **I. JOB DESCRIPTION.**

#### **DUTIES AND RESPONSIBILITIES.**

1. Process all utility account information to include meter readings, utility deposits, utility shut-off notices, payments, and bad debt records.
2. Prepares bi-weekly payrolls
3. Prepares all payroll reports and maintains files.
4. Is the first person to wait the counter.
5. Is the backup for the Municipal Court Clerk.
5. Fields questions, concerns and complaints from citizens.
6. Answers and directs incoming telephone calls when necessary.
7. Prepares and maintains various state and federal reports.
8. Maintains voter registration records.
9. Performs other related duties as deemed necessary or as required.

**SUPERVISION RECEIVED.** The Payroll/Billing Clerk reports to the City Clerk, and the Deputy City Clerk upon the City Clerk's absence.

**SUPERVISION EXERCISED.** Exercises no supervisory duties.

### **II. JOB SPECIFICATIONS.**

#### **KNOWLEDGE, SKILLS, AND ABILITIES.**

1. Knowledge of City and county, policies, regulations, ordinances, and laws.
2. Strong knowledge of computer applications.
3. Knowledge of problem solving methods in solving financial and citizens' issues.
4. Skill in developing working relationships with citizens, other employees, vendors, and other governmental agencies.
5. Skill in oral and written communications.
6. Ability to read and interpret manuals, written instructions, and statutes.
7. Ability to operate computers, calculators, copiers, and other related office equipment.
8. Ability to make decisions.

**EXPERIENCE AND TRAINING.**

1. High school diploma or GED is required.
2. Must have two (2) years of payroll and general office experience.
3. Must have a valid state driver's license.
4. Expected to have acquired the necessary information and skills to perform the job well within six (6) months of employment.

**PHYSICAL DEMANDS & WORK ENVIRONMENT.** See the essential functions table on page B57.

**MISCELLANEOUS.**

1. Must pass a medical examination, including a drug & alcohol screening.
5. Occasional overnight travel for meetings and conferences may be required.
6. Monthly Safety Meeting attendance is required.
7. Subject to a credit check, background check and driver's license record check.

**ESSENTIAL JOB FUNCTIONS**

Employees in this job position are required to meet the following requirements.

A - Rarely or Never B - Periodic (Not every day) C - Frequent (Sometimes each day) D - Daily (All or most of the time)	A	B	C	D	A - Rarely or Never B - Periodic (Not every day) C - Frequent (Sometimes each day) D - Daily (All or most of the time)	A	B	C	D	A - Rarely or Never B - Periodic (Not every day) C - Frequent (Sometimes each day) D - Daily (All or most of the time)	A	B	C	D
PHYSICAL FACTORS					PHYSICAL STRENGTH: LIFTING-PUSH/PULL WHILE STANDING					HEARING DEMANDS				
1. Standing/Stationary		X			1. Semi-sedentary (up to 10 lbs.)	X				1. Normal noise levels				X
2. Standing/Moving About			X		2. Light work (10 - 20 lbs.)	X				2. Constant low level noise	X			
3. Sitting				X	3. Medium work (20 - 50 lbs.)	X				3. Occasional loud noise	X			
4. Climbing		X			4. Heavy work (50 - 100 lbs.)	X				4. Constant/very loud noise	X			
5. Balancing		X			5. Very heavy work (100+ lbs.)	X								
6. Stooping		X								HAZARDOUS CONDITIONS				
7. Kneeling	X				PHYSICAL STRENGTH: CARRYING-PUSH/PULL WHILE MOVING					1. Respiratory irritants-dust, fumes, gases	X			
8. Crouching	X				1. Semi-sedentary (up to 10 lbs.)	X				2. Skin irritants-dust, fumes, gases	X			
9. Crawling	X				2. Light work (10 - 20 lbs.)	X				3. Allergic irritants-dust, fumes, gases	X			
10. Reaching			X		3. Medium work (20 - 50 lbs.)	X				4. Wet work – hands	X			
11. Handling				X	4. Heavy work (50 - 100 lbs.)	X				5. Wet work – feet	X			
12. Fingering				X	5. Very heavy work (100+ lbs.)	X				6. Operation of heavy equipment	X			
13. Talking/Speaking				X						7. Climbing ladders	X			
14. Driving			X		VISUAL DEMANDS					8. Working in very high places	X			
15. Smelling	X				1. Near Vision				X	9. Use of electrical equipment	X			
16. Object Manipulation				X	2. Far Vision			X		10. Use of sharp utensils	X			
17. Grasping (both hands)				X	3. Depth perception			X		11. Sensitivity to extreme temperature variations	X			
18. Pinching (thumb/forefinger)				X	4. Accommodation				X					
19. Turning				X	5. Color vision				X	MENTAL DEMANDS				
20. Twisting (hand/wrist)				X	6. Field of vision				X	1. Reading Ability				X
21. Walking				X						2. Written Language Ability				X
22. Squatting			X							3. Mathematic Ability				X
23. Twisting (upper body)				X										
24. Simultaneous Activity				X										
25. Hearing				X										
26. Touching				X										
27. Other														