

BILLING CLERK/COURT CLERK

GENERAL PURPOSE. This position is a non-exempt position under FLSA. This employee is responsible for processing of utility related duties, attending monthly court and providing court related duties, receiving funds, and fielding questions from citizens. This employee should possess strong organizational, time management, communication, and public relation skills.

I. JOB DESCRIPTION.

DUTIES AND RESPONSIBILITIES.

1. Process all utility account information to include meter readings, service orders, utility deposits, monthly billing, delinquent notices, and collection of unpaid accounts.
2. Prepare and maintain utility and various agency reports.
3. Maintain and process all court records; post court payments, balance receipts monthly and prepare monthly court report.
4. Provide notification for trial, pay or appears to defendants and their attorneys monthly, prepare probation, dismiss case, etc. paperwork for city attorney.
5. Process paperwork from city attorney monthly, payment to or payment from for cash bonds, suspended driver's license and bench warrants, and mail monthly reports to various agencies as required.
6. Process incoming receipts.
7. Ensure reservations, and appropriate follow up is made for community center, park shelters and Kamp Siesta.
8. Suggest changes to utility billing procedure manual as needed.
9. Field questions, concerns, and complaints from citizens; answer and direct incoming telephone calls.
10. Performs other related duties as deemed necessary or as required.
11. Attends training as required.

SUPERVISION RECEIVED. This position 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. 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, typewriters, and other related office equipment.
8. Ability to make decisions.

EXPERIENCE AND TRAINING.

1. High school diploma or GED is required.
2. Two years of general office experience is required.
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 B60.

MISCELLANEOUS.

1. Must pass a medical examination, including a drug & alcohol screening.
2. Must possess excellent credit references, and pass a background check.
2. Occasional overnight travel for meetings and conferences may be required.

