

**CITY OF DADEVILLE
JOB POSTING**

POSTED: JULY 22, 2020

THE CITY OF DADEVILLE IS TAKING APPLICATIONS FOR THE FOLLOWING:

UTILITY BILLING CLERK (FULL-TIME)

**QUALIFICATIONS / EXPERIENCE
HIGH SCHOOL DIPLOMA OR GED**

A minimum of 2 years clerical or administrative support experience related to the area of assignment; or, an equivalent combination of education and experience. Possess proficiency in computer skills in the use of Accounting Software, Microsoft Word and Excel. Ability to deal with public relations problems and complaints in a courteous and tactful manner. Considerable ability to account for and handle money. Ability to perform mathematical calculations and maintain accurate and complete records and files. Must possess a valid driver's license. Must be able to pass a background check and drug test. Salary will be contingent upon experience.

JOB DESCRIPTION

Under the supervision of the City Clerk, the Utility Billing Clerk performs a variety of routine clerical/administrative support duties in support of the operations and goals of the Dadeville City Hall, while following established policies and procedures.

PRINCIPLE CITY JOB DUTIES AND RESPONSIBILITIES

- Provide courteous customer service
- Receipt utility and miscellaneous payments
- Maintain garbage deposit records, spreadsheet and receipt books
- Maintain customer account database
- Assist as back-up for end of day processing – receivables and deposits
- Ensure new customer has a garbage can or replacement
- Communicate with Waste Management on garbage pickup and cans
- Communicate with Street Department to pick up garbage can on delinquent accounts
- Communicate with Street Department of weekly limb and household debris
- Communicate with Code Enforcement Officer building permit messages
- Assist City Clerk with any miscellaneous duties
- Assist various other city departments
- Screen phone calls
- Maintain records and assist auditor with year-end information
- Any other miscellaneous duties that may arise

PRINCIPLE WATER SEWER BOARD DUTIES AND RESPONSIBILITIES

- Maintain work orders for services
- Maintain customer account database
- Communicate with customers about their utility services, rates, etc
- Inform Water Department of utility turn on and offs
- Maintain meter reading records and binders
- Enter water meter readings for monthly utility billing, print bills, prepare for mailing
- Maintain water deposit records, spreadsheet and receipt books
- Maintain utility billing reports
- Maintain utility billing end of month reports
- Maintain cut-off records of delinquent accounts, and inform Water Dept of disconnect
- Maintain records and assist auditor with year-end information
- Assist Water Dept with any miscellaneous duties

**APPLICATIONS CAN BE PICKED UP AT THE DADEVILLE CITY HALL AT
265 N BROADNAX STREET, DADEVILLE, AL 36853, PHONE: 256-825-9242, FAX: 256-825-9291
OR THE CITY WEBSITE AT: cityofdadevilleal.org**

DEADLINE FOR APPLICATIONS IS 3 PM ON AUGUST 5, 2020

THE CITY OF DADEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER