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## **PART-TIME UTILITY CLERK/ CASHIER**

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EXEMPT:	No	DEPARTMENT:	Administration
REPORTS TO:	Finance Director	PAY RANGE:	\$15.50-\$17.50 Hourly

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### **SUMMARY**

Assists with obtaining revenue for all City operations and enters information into computer systems, and the utility billing process. Provides service to citizens by accepting payment and answering questions regarding billing and service information.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Finance Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The below list is intended to be illustrative of the essential functions of the position but is not all-inclusive of the responsibilities. The City may adjust these duties at any time.*

- Accepts Customer payments and accurately posts to customer accounts.
- Balances daily cash drawer with receipts, responds to billing questions, and maintains utility account information as needed.
- Completes work orders for changes in customer utility accounts and responds to customer requests for changes in their service.
- Performs the utility billing process, maintains utility billing customer records, and processes daily changes from black book.
- Documents all changes to services, requests for leak checks, and address changes in the black book daily in a clear concise manner.
- Inputs all meter readings and creates troubleshoots for the water department monthly.
- Calculates utility bills and updates the ADG system with the current billing information.
- Assists with processing late fees and disconnections each month.
- May perform additional general office functions such as, but not limited to filing, copying or answering phones.
- Backup or assist other employees within the administration department as needed.
- Performs other duties as assigned.

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

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative

of the knowledge, skill, and/or ability required:

- Knowledge of computer operation with the skill and ability to enter and retrieve information using the appropriate software.
- Ability to respond to questions on the telephone, email, through correspondence, or in person.
- Ability to speak and write clearly when communicating with customers and co-workers.
- Ability to operate assigned office machines with proficiency; assigned machines may include but not be limited to 10-key calculator, telephone, copier and fax.
- Ability to use mathematical reasoning, analytical skills and technology applications in utilizing problem-solving strategies.
- Ability to establish and maintain effective working relations with employees, supervisors, other organizations and the general public.
- Bi-lingual would be helpful but not required.

### **EDUCATION & EXPERIENCE**

- High School diploma or G.E.D. required with some college preferred.
- Minimum of two years general office experience or a combination of experience and additional education.

### **LICENSES AND CERTIFICATIONS**

- Valid Colorado Driver's License and a satisfactory driving record.

To apply please scan the QR Code:



**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

<b>Frequency Guide</b>			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
<b>Physical Task</b>		<b>Frequency</b>	<b>Physical Surroundings</b>
Sitting	F	Extreme Temperatures	R
Standing	F	Inside Work	C
Walking	F	Outside Work	R
Running	R	Walking on uneven surfaces	R
Stooping	O	Working at height	R
Kneeling	R	Other:	
Squatting	R		
Climbing	R	<b>Environmental Conditions</b>	
Balancing	O	Exposure to Chemicals	R
Reaching	O	Exposure to Gases/Fumes/Dust	R
Grasping	C	High Noise Levels	R
Fingering	C	Moderate Noise Levels	F
Handling	C	Vibrations	R
Visual Acuity Near	C	Work in Traffic	R
Visual Acuity Far	O	Local Travel	O
Depth Perception	R	Out of Town Travel	O
Color Discrimination	F	Other:	
Peripheral Vision	O		
Talking	C		
Hearing	C		
Light/Power Equipment Ops	O	<b>Weight of Objects Moved</b>	
Heavy Equipment Operation	R	Over 100 pounds	R
Other:		Over 50 Pounds	R
		Over 10 pounds	O

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.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date