

JOB NOTICE

The City of Port St. Joe (pop. 3,567) is accepting applications for the following position:

Utility Billing Clerk – City Hall

Beginning salary is \$ 14.00 per hour and includes benefits.

Please submit an application to The City of Port St. Joe, Attn: Charlotte Pierce, POB 278, Port St. Joe, FL 32457. Applications and a full job description can be found on our website cityofportstjoe.com. If you have any questions, please contact Charlotte Pierce at (850) 229-8261. This position will close on May 3, 2019. The City of Port St. Joe is an Equal Opportunity, Affirmative Action Employer, and a Drug Free Workplace.

UTILITY BILLING CLERK

Job Description

This is advanced clerical work involving the preparation of utility bills and related reports utilizing Munis software.

EXAMPLES OF DUTIES

Prepares customer utility bills; completes and maintains various billing records and documents necessary to the checks and balances system within the utility function; calculates deposit refunds; assist in various office functions; may type letters, or lists; calculate fees and charges; answers telephone; handles customer service complaints; maintains records and follows up on customer complaints and/or requests; utilizes computer in all aspects of work; performs other duties as assigned.

Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of municipal services and charges, or the ability to learn same within a relatively short period of time; knowledge of customers billing and collection procedures; skilled in the operation of office equipment such as multi line phone systems , calculators and computers; ability to maintain accurate financial records and reports; ability to perform simple mathematical calculations; ability to exercise sound judgement in making decisions in accordance with applicable laws, ordinances, policies, and procedures; ability to deal effectively with the public in processing customer requests/complaints and coping with extreme cases of human behavior; ability to maintain effective working relationships with other employees; ability to read computer printouts; ability to communicate effectively; ability to process a large volume of fiscal transactions rapidly and accurately. Ability to learn new computer applications in a timely fashion.