

## **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](http://cityofportstjoe.com). If you have any questions, please contact Charlotte Pierce at (850) 229-8261. This position will close on October 1, 2021. 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.