

Job Title: Utilities Clerk

Job Type: Full-Time

Position Description: As a Utilities Clerk, the primary responsibility is to process and balance customer utility payments daily, maintain customer account records, provide accurate and timely billing postings and provide excellent customer service.

Example of Duties:

Basic Functions include, but are not limited to:

- Maintenance of customer account records
- Opens new and closes utility accounts for customers
- Provides accurate and timely billing postings
- Processes and mails customer bills
- Collect and post customers payments
- Process multiple payment methods with accurate cash handling techniques
- Balance customer utility payments and prepare cash deposits daily
- Coordinate and schedule services for customers
- Perform related work and other duties as required

Knowledge, Skills and Abilities:

- Knowledgeable with basic office machines, such as computer, copier, scanner and fax machine
- Ability to organize, prioritize and carry out office work with minimal supervision
- Must maintain confidential information
- Ability to follow oral directions of supervisor
- Provide high level customer service functions which may include answering telephone calls, greeting customers at the counter

Minimum Qualifications:

- High School Diploma or GED required
- Must be at least 18 years of age
- Citizen of the United States
- Possess a valid Ohio Driver's License

Deadline:

- All applications must be submitted by **December 3, 2021** at Town Hall
- Applications will only be available at Town Hall located at 39 Spring St. Utica, OH 43080
- Monday – Friday 8am – 4pm
- No phone calls please