

City of Holtville
January 2000

ACCOUNT CLERK/WATER BILLING

DEFINITION

Under general supervision, to perform accounting clerical work involved in accepting and posting various types of payments and in preparing various types of billings. To operate a variety of office machines and to do related work as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This class exhibits a great amount of skill, knowledge and abilities required in the performance of assigned tasks. Positions in this class are expected to respond to issues with confidentiality and to operate independently with minimal supervision.

SUPERVISION RECEIVED OR EXERCISED

Direction is provided by the Finance Officer. Assignments may include technical and functional supervision by other Department directors.

EXAMPLES OF TYPICAL DUTIES

Processes all water/sewer/trash and business license billings; accepts and processes payments on water/sewer/trash billings; balances collections and prepares bank deposits; prepares shut-off notices; posts business license to control cards; assist the City Clerk as the Deputy City Clerk by preparing agendas and taking minutes for the Planning Commission; substitutes for City Clerk at City Council meetings; assists the Administrative Secretary when needed in various personnel duties including payroll and insurance matters.

Manages office support functions; prioritizes and coordinates work assignments; reviews work for accuracy; interprets policies, rules and regulations in response to inquiries and complaints; resolves concerns and complaints; refers inquiries as appropriate.

EMPLOYMENT STANDARDS

Knowledge of:

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and computer equipment.

Business letter writing and basic report preparation.

Public relations techniques.

Principles and procedures of record keeping.

Ability to:

Learn the organization of municipal government and the interrelationship between City departments, City Council, and other governmental agencies.

Perform responsible and difficult administrative and secretarial work involving the use of independent judgment and personal initiative.

Perform office management functions in an effective and efficient manner.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Interpret and apply departmental policies and procedures.

Independently prepare correspondence.

Work at a speed necessary for successful job performance.

Identify problems and resolve conflicts in an effective manner.

Work independently in the absence of supervision.

Maintain confidentiality related to the area of work.

Operate and use modern office equipment including a computer and word processor.

Work cooperatively with other departments, City officials and outside agencies.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience:

Three years of increasingly responsible financial methods and practices of modern office equipment.

Education:

Equivalent to completion of the twelfth grade supplemented by specialized training.

License and Certification:

Possession of a valid California Driver's License and Certification of Automobile Insurance for Personal Liability.