

WATER/SEWER BILLING CLERK/DEPUTY CLERK

SUMMARY

Responsible for the Water/Sewer Department billing and operations management. Assists the public at the counter and by telephone. Performs filing, posting, preparation of reports, typing, data entry and similar clerical tasks as requested. Coordinates water meter installations, final reads and repairs with the City Public Works Department. Provides Genesee County Water & Waste Department with accurate information regarding sewer usage, new building, demolitions and other changes affecting the sewer service in the City. Acts as a special project coordinator and assists City Clerk with election requirements as needed. Performs related duties.

SUPERVISION RECEIVED

Work is performed under the general supervision of the City Clerk and Treasurer/Finance Director.

RESPONSIBILITIES & ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties. (These examples do not include all of the duties which the employee may be expected to perform.)

1. Handles Water/Sewer Department operations including preparations for billing of charges, data entry of meter readings, generation of reports (computer and manual), printing and mailing of bills.
2. Maintains ledgers and other accounting records, including manual bills – i.e. adjustments, final readings and water affidavits.
3. Posts payments and follows up on delinquent accounts.
4. Performs receptionist and counter duties as needed. Receives visitors and telephone calls, answers routine inquiries and complaints and refers them to the proper authorities.
5. Analyzes bi-monthly meter reads and notifies residents of possible problems in their homes due to excessive water usage.
6. Types a variety of correspondence and other materials as necessary.
7. Files correspondence, reports, affidavits, legal documents and other materials alphabetically, numerically or by other predetermined classification.
8. Operates office equipment such as, but not limited to, computer, typewriter, calculator, copier, FAX machine and mailing machine.
9. Performs other related duties as assigned and helps other office employees as necessary.
10. Acts as assistant for voter registration and other election duties. Registers new voters. Makes address changes in the Qualified Voter File. Monitors voters who have moved out of the jurisdiction. Works at polls on Election Day. Issues absent voter ballots.

ESSENTIAL FUNCTIONS, QUALIFICATIONS & KSAs (Knowledge, Skills & Abilities) FOR EMPLOYMENT

All of the following functions, qualifications, KSAs and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Knowledge of bookkeeping procedures and practices
- Knowledge of laws, regulations and policies governing a variety of City office processes including water/sewer department billing and City fees and charges
- Knowledge of the City of Grand Blanc and surrounding areas in order to research and dispense accurate information to the public regarding taxes, directions, City services, City officials, election information, etc.
- Skill in the operation of a computer, calculator, cash register, typewriter, copier and other standard office equipment
- Knowledge of basic office procedures and practices and skill in applying them in performing general counter duties and maintaining official City records
- Ability to perform work accurately and maintain confidentiality regarding accounting information
- Skill in establishing and maintaining effective working relationships with other employees and the general public

- Graduation from high school or GED and two (2) years of related experience.
- College degree in a related field is preferred.

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The City of Grand Blanc provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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