

# City of Hillsboro, Ohio

## JOB DESCRIPTION

<b><u>Title:</u></b>	Utility Office Clerk
<b><u>Reports To:</u></b>	Utilities Office Manager
<b><u>Employment Status:</u></b>	Full-time
<b><u>FLSA Status:</u></b>	Non-exempt

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### QUALIFICATIONS:

1. High school diploma or general education degree (GED).
2. Training and/or experience in office practices and procedures.
3. Training and/or experience in bookkeeping and accounting.
4. Training and/or experience in Microsoft Office programs, specifically Word, Excel, Outlook and Internet Explorer.
5. Must have excellent customer service skills.

### GENERAL DESCRIPTION:

Under the Utilities Office Managers direction, posts, updates, and balances financial ledgers, books, cards, journals, or other accounting instruments; performs related clerical duties; answers telephone, responds to routine inquiries, and directs messages to appropriate personnel, assists customers at service window.

### ESSENTIAL FUNCTIONS:

1. Posts, updates, and balances moderately complex financial ledgers, books, cards, journals, or other accounting instruments (e.g., budget accounts, accounts receivable and payable, etc.) and calculates amounts to be collected or disbursed.
2. Prepares requisitions, purchase orders, invoices, receipts, and other accounting documents; may deposit daily receipts as required.
3. Reviews, verifies, maintains, and/or corrects receipts, invoices, expense reports, journal entries, or other accounting reports and documents.
4. Gathers, complies, and calculates financial and statistical data.
5. Prepares and maintains detailed and routine reports, summaries, and other worksheets.
6. Prepares financial worksheets and balance sheets.
7. Performs related clerical duties (e.g., type requisitions, correspondence, invoices, budget requests, statistical reports, notices, other documents, etc.).

8. Ensures proper maintenance and repair of equipment.
9. Operates and maintains office machines (e.g., computer, copier, typewriter, calculator, telephone, etc.).
10. Prepares and maintains various departmental documents (e.g., water and sewer specification books, permits, etc.).
11. Receives mail and orders office supplies.
12. Prepares, maintains, and updates records; cross indexes files and files and collates records and information.
13. Maintains organization and security of data; compiles data for preparation and prepares periodic or other special reports needed.
14. Checks documents and information provided for accuracy; logs and processes documents; routes information and documents to appropriate personnel.
15. Answers telephone, responds to routine inquiries, and directs messages to appropriate personnel.
16. Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Attends workshops or seminars related to duties preformed.
2. Performs duties of co-workers as assigned.
3. Performs other duties as assigned by manager.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** City policies and procedures; department goals and objectives; bookkeeping; finance; safety practices and procedures; public relations; office practices and procedures; records management; accounting; City ordinances and regulations pertaining to water and sewer.

**Skill in:** data entry; word processing; computer operation; Microsoft Word, Excel, Outlook, and Internet Explorer.

**Ability to:** carry out detailed but basic written or oral instructions; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; complete routine forms; prepare accurate documentation; compile and prepare reports; communicate effectively; gather, collate, and classify information; maintain records according to established procedures; develop and maintain effective working relationships; handle money, give change, make deposits, and issue receipts.

**EQUIPMENT OPERATED:**

Computer, typewriter, copier, two-way radio, and payment terminals

**PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS INHERENT IN THIS JOB DESCRIPTION:**

The employee must negotiate, use, or work with or in the vicinity of:

- 1. Portable metal ladders.
- 2. Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
- 3. Air contaminants.
- 4. Hazardous chemicals.

**GENERAL DUTY: SAFETY AND HEALTHFUL WORKPLACE**

The employee:

- 1. Has contact with potentially violent and emotionally distraught persons.

**PERFORMANCE EVALUATION:**

Per the City of Hillsboro’s policy manual

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instructions and perform any duties required by the position’s supervisor, Safety & Service Director, or Mayor.

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Approved by Mayor or Safety & Service Director

\_\_\_\_\_  
Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description.

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Employee Signature

\_\_\_\_\_  
Date