

Job Description
WASTEWATER BILLING CLERK

Position Title: Billing Clerk
Department: Richland Co. Wastewater

General Description of Duties

Under direct supervision of the Wastewater Billing Manager, the purpose of the position is to assist the manager in the operations of the Wastewater Billing Department. Perform related work as directed.

Specific Duties and Responsibilities

Open the mail and balance checks and billing stubs. Enter payments; learn the duties of the Billing Manager to be able to cover in his/her absence, answer telephone and direct callers.

Minimum Training and Experience

High school diploma or GED; supplemented by minimum of three (3) years previous experience and / or training that includes data entry, handling money, proficient with calculator, knowledge of Excel and Word, office machines, and basic clerical duties.

Special Requirements

Must have a valid Ohio Driver's License.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and or analyze data and /or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Receives and/or reviews various documents and reports, sewer payments, sewer tap permit applications and correspondence.

Prepares various records, reports and documents including consumption reports, delinquent reports, account reports, sewer billing register, daily cash receipts and correspondence.

Consults various manuals, handbooks and reports including county policies and procedure manuals, computer manuals and county maps.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence. Communicates and/or interacts with the general public, consultants, other county employees and departments, and various other agencies.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, division, and the ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness, and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent changes.

ADA Compliance

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Billing Clerk – Wastewater

Full-time, M-F, \$12.00 plus benefits.

Responsibilities: to assist the manager in the operations of the Wastewater Billing Department. Perform related work as directed. Data entry, monthly bill printing, mailing, receipts, reconciliation, customer service, and repair scheduling. Experience with computer software including Microsoft Office, E-mail, and adding machine preferred.

Full job description and applications may be obtained at Board of Commissioner's Office, Monday – Friday 8 am – 4 pm or online at https://www.richlandcountyoh.gov/how_do_i/apply_for_a_job_2.php.

Job applications and resumes must be submitted to Richland County Board of Commissioners at 50 Park Avenue East, Mansfield, Ohio 44902. Application deadline is March 12, 2020 at 4:00 pm.