

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 12/03/2021

**Response Deadline:** 12/13/2021\*

\* RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

<b>Agency:</b> Water & Sewer	<b>Job Title:</b> Clerk II
<b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/>	<b>Bargaining Unit</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Overtime Exempt</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Salary:</b> A-2 \$15.75 - \$22.40/hour
<b>Work Location:</b> 130 High Street, Hamilton, OH	<b>Hours of Work:</b> 8:00a – 5:00p M-F

**ESSENTIAL FUNCTIONS:**

**Customer service**

Receives and resolves inquiries from utility customers by verifying payments received and by making payment arrangements on delinquent accounts; and makes cash register entries for all incoming revenue of the department.

**Data input**

Posts accounting data to journal entries, ledgers and other accounting instruments and reviews ledgers to ensure balance with various accounts; maintains records of pay-ins, expenditures and appropriations; processes requisitions, purchase orders, and warrant data; ensures that expenses are charged to appropriate account; computes hourly and salary payroll; tracks and reports sick leave, vacation and comp balances.

**Clerical**

Performs clerical and support tasks as necessary; provides assistance to general public; answers telephone inquiries; copies and files documents (e.g., vendor files, open PO's, and closed PO's); orders office supplies; types letters, labels, and other related documentation.

**Report preparation**

Compiles, calculates and releases data in report form; prepares records, reports, summaries and worksheets as requested.

**Utility bill preparation**

Operates computer terminal to update and maintain customer records; reviews, calculates, and corrects outgoing monthly bills; determines rate assigned to new accounts; prepares and monitors moving orders; prepares final bills for moving orders; and assures that all work is done to meet billing deadlines.

**Processing payments**

Assists in the sorting of incoming mail including payments.

**Preparation of delinquent notices**

Prepares and mails delinquent notices to owner and non-owner occupied customers.

**Other duties as required 5% of the time**

Replaces Clerk I in the event of an absence; trains Clerk I employee; periodic work with other aspects of accounting and general office work within the Department; and other duties as required.

**REQUIRED QUALIFICATIONS:**

Must have high school degree or the equivalent thereof with coursework in general office and data processing techniques. Pertinent experience would include such things as general office record keeping or billing, customer service (i.e., resolving customer complaints), managing fiscal accounts, county government policies and procedures, and accounts payable systems. A high level of computer literacy including spreadsheet, word processing and data base software is desired.

**SELECTION PROCEDURE:** Resumes and Interviews

**SUBMIT COVER LETTER AND RESUME TO:**

[resumes@bcOhio.us](mailto:resumes@bcOhio.us)

Butler County Commissioners' Personnel Office

315 High Street, Suite 640

Hamilton, OH 45011

(Indicate job title in subject line.)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the Americans with Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**