

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

Posting Date: 04/15/2024

Response Deadline: until filled

Agency: Water & Sewer	Job Title: Clerk II
Classified: X Unclassified <input type="checkbox"/>	Bargaining Unit: Yes X No <input type="checkbox"/>
Overtime Exempt: Yes <input type="checkbox"/> No X	Salary: \$16.65 - \$24.00 /hour
Work Location: 130 High St, Hamilton, OH 45011	Hours of Work: 8:00a – 5:00p M-F

ESSENTIAL FUNCTIONS:

- **Customer Service - 30%**
Receive and resolve inquiries from utility customers by verifying payments received and by making payment arrangements on delinquent accounts; and make cash register entries for all incoming revenue of the department.
- **Data input – 20%**
Post accounting data to journal entries, ledgers and other accounting instruments and review ledgers to ensure balance with various accounts; maintain records of pay-ins, expenditures and appropriations; process requisitions, purchase orders, and warrant data; and ensure that expenses are charged to appropriate account.
- **Clerical – 20%**
Perform clerical and support tasks as necessary; provide assistance to general public; answer telephone and email inquiries; copy, scan and file documents (e.g., vendor files, open PO's, and closed PO's); order office supplies; type letters, labels, and other related documentation.
- **Report preparation – 10%**
Compile, calculate and release data in report form; prepares records, reports, summaries and worksheets as requested.
- **Utility bill preparation – 10%**
Operate computer terminal to update and maintain customer records; reviews, calculate and correct outgoing monthly bills; determine rate assigned to new accounts; prepare and monitor moving orders; prepare final bills for moving orders; and assure that all work is done to meet billing deadlines.
- **Processing payments, preparation of delinquent notices and other duties as required– 10%**
Assist in the sorting of incoming mail including payments, prepare and mail delinquent notice

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 desired.

SELECTION PROCEDURE: Resumes and Interviews

SUBMIT COVER LETTER AND RESUME TO: resumes@bcOhio.gov (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