

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

Posting Date: 01/25/2021

Response Deadline: 02/07/2021

(or until the position is filled)

Agency: Water & Sewer	Job Title: Clerk I
Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/>	Bargaining Unit Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Overtime Exempt Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Salary: \$14.31 - \$20.00 / hour
Work Location: 130 High Street, Hamilton, OH	Hours of Work: 8:00a – 5:00p M-F

ESSENTIAL FUNCTIONS

Document processing

Operates computer terminal to update and maintain records; prepares bills; records information for permit internal audit; records all meter sets on permits; adds all new residential accounts to data base; prepares and mails new customer information packets; prepares documents for imaging; corrects returned mail; performs various accounts payable duties; and processes phone and window payments.

Customer service

Receives requests and resolves inquiries.

Filing

Prepares and files information.

Other Duties as Required

Performs other duties as required.

REQUIRED QUALIFICATIONS

Must have high school degree or the equivalent thereof. Experience in general office record keeping, data processing, and customer service is desired.

SELECTION PROCEDURE Resumes and Interviews

SUBMIT COVER LETTER AND RESUME TO

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011

or by email to: resumes@bcOhio.us

(Please 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