

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

Posting Date: 04/07/2021

Response Deadline: 04/17/2021

Agency: Water & Sewer	Job Title: Clerk II
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: A-2 \$15.75 - \$22.40/hour
Work Location: 130 High Street, Hamilton, OH	Hours of Work: 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:

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