

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

**Posting Date:** 12/01/2020

**Response Deadline:** 12/10/2020

<b>Agency:</b> Water & Sewer	<b>Job Title:</b> Clerk III
<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> \$16.88 to \$23.70 per hour
<b>Work Location:</b> 130 High Street, Hamilton, OH	<b>Hours of Work:</b> M–F, 8:00 a.m.–5:00 p.m.

**Essential Functions:**

**Customer service**

Receives and resolves inquiries from utility customers by explaining rates, bill calculations, adjustments, usages, meter readings, classifications, etc.; initiates field orders; records moving orders; verifies payments received; makes payment arrangements on delinquent accounts; and records cash register entries for all incoming revenue of the department.

**Preparation of delinquent notices and disconnects**

Prepares and mails delinquent notices to owner and non-owner occupied customers; and authorizes service disconnections and reconnections.

**Team leading**

Leads clerks in performance of daily activities by directing and instructing personnel in use of equipment; facilitates and coordinates specific changes in procedures and/or the identification of problems between sections; and assumes primary responsibility of section in absence of the supervisor.

**Certifications**

Produces a list of delinquent accounts for the Auditor to assess to the property taxes that have accumulated over a one (1) year period.

**Processing NSF checks**

Mails written correspondence to customer of NSF checks and follows through until check is made good; and communicates with treasurer on the status of these accounts.

**Deposit refunds**

Initiates refunds on final bills of rental property and on hydrant meter rentals.

**Report preparation**

Complies, calculates and releases data in report form; prepares records, reports, summaries and worksheets as requested; completes the GAAP reports, sick leave report, and the overtime dollar report; generates report for Monroe monthly billing; recap of utility accounts; and other reports as needed

**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.

**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.

**Utility bill preparation**

Operates computer terminal to prepare bills and update and maintain customer records; reviews billing in preparation of actual printing of bills; adds nonresidential accounts to data base; oversees timely receipt of meter readings from other utilities and assures that all work is done to meet billing deadlines.

**Other Duties as Required, 5% of the time**

Replaces Clerk II and Clerk I in the event of an absence; and other duties as required.

**Required Qualifications:**

Must have high school degree or equivalent thereof with coursework in general office and data processing techniques. Pertinent experience would include such things as accounts receivable, customer service, crew leading, managing fiscal accounts, record keeping, county government policies and procedures, and utility billing. A high level of computer literacy including spreadsheet, word processing, and database 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@bcoho.us](mailto:resumes@bcoho.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**