

TOWN OF CHESTERTON

Performance Management Job Description Worksheet

Department: Utility

Position Title: Admin. Assistant / Utility Clerk 3

Grade/Level:

Supervised by whom: Utility Superintendent

Supervisory responsibilities:

None

Exempt Non-Exempt Full-time Part-time

Job outcomes/objectives identified for this position:

1. **Department Outcome:** Improved operational efficiency
Employee Outcome: Purchase requisitions evaluated for multiple quotes & accuracy.
2. **Department Outcome:** Improved inter- intra-departmental communication
Employee Outcome: Monthly budget reports prepared and distributed.
3. **Department Outcome:** Operational requirements met
Employee Outcome: All assigned reports prepared and submitted timely.
4. **Department Outcome:**
Employee Outcome:
5. **Department Outcome:**
Employee Outcome:

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Job Summary:

Under general supervision, performs routine general office tasks associated with the daily operation of a wastewater treatment plant administrative and/or billing office.

Knowledge:

- Working knowledge of Windows-based Microsoft Office Professional suite.
- Knowledge of accounting and bookkeeping practices.

Skills:

- Able to balance cash register daily.
- Able to accurately complete required data entry and reports.
- Able to create, balance and make bank deposits.

Abilities/Talents:

- Able to comprehend directions and be able to retain such directions pertaining to job procedures and safety rules
- Possess good communication skills in dealing with public.

Physical Characteristics:

- Position requires prolonged sitting, stooping bending, and lifting up to 25 pounds.

Environmental factors:

- Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday.

Credentials/Experience:

- High School diploma or GED and two (2) years' experience in bookkeeping, accounting or related field, or any equivalent combination of training and experience.
- Valid Indiana driver's license.

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Essential Duties and Responsibilities:

- Files and maintains correspondence, records and official documents of the Utility
- Assists in preparing computer generated daily, weekly, monthly, and yearly record keeping reports
- Assists in purchasing supplies
- Prepare monthly claims and invoices to the Clerk-treasurer's office
- Assist in monthly billing/bi-monthly billing/miscellaneous billing
- Participates in developing new and revising old procedures
- Assist Superintendent by performing any projects instructed to do
- Provide financial status to Superintendent and Utility Board
- Customer complaints/problems
- Perform statistical research for Superintendent, Attorney and Board
- Assist with personnel problems
- Issue purchase orders
- Review claims before presented to Superintendent and Board
- Prepare payroll for Utilities
- Prepare monthly reports for IDEM
- Maintain employee records
- Provides accurate utility billing information;
- Processes and maintains accounting transactions;
- Receives, completes and maintains records of maintenance and inspection work orders;
- Accesses utility billing paperwork and mainframe computer database for customer billing records;
- Answers telephone; fields inquiries; greets and directs visitors to appropriate personnel; assists in all customer service and public relations activities.
- Assists Utility in precisely preparing computer-generated and manual daily, weekly, monthly, yearly record keeping reports and activities.
- Accepts customer deposits for all rental units and generates computer records; prepares "deposit due" letters, records refunds, transfers, and applies deposits to final bills in manual book.
- Assists in the monthly, bi-monthly and miscellaneous manual and computerized billing process.
- Co-ordinates customer service reports, transfers information to Utility computer systems, and sets up shut-off days with the Town water utility provider.
- Balances cash to computer reports daily; prepares daily deposit; prepares cash worksheets and sales journal entries.
- Determines and collects appropriate tap-on and inspection fees; completes tap-on fee packet information.
- Determines and collects various sewer district fees established via computer formulas.
- Files and maintains correspondence, records and official documents of the Utility.

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- Works with Town Storm Water Dept. personnel on billing and customer changes.
- Works with Town Street Dept. personnel on refuse billing, customer changes, and recycling bins.
- Assists in the scheduling of sewer line inspections and location activities.
- Schedules major customer meter readings on the first of the month; bills appropriate monthly fees.
- Sets up new subdivision maps and account numbers for future customers.
- Assumes additional responsibilities as required by the Utility Superintendent

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Employee printed name: _____

Employee signature: _____

Date: _____