

VILLAGE OF MECHANICSBURG

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Clerk
Dept.:	Administration	Employment Status:	Full-time
Reports to:	Administrative Assistant	FLSA Status; Pay:	Nonexempt
EEO Status:	(06) Administrative Support	DOT (closest applicable number):	214.362-042

GENERAL DESCRIPTION:

Under general supervision of the village fiscal officer, receives and records payments to the village; prepares correspondence and reports; performs general clerical duties; receives and processes permit and license applications; serves on boards and committees and records meeting minutes; assists village fiscal officer with payroll processing and other duties of the fiscal officer.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of trade or vocational school or equivalent; plus two (2) years prior experience in accounting, finance, or administration; or an equivalent combination of education, training, and/or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the village's vehicle insurance policy; must be bondable.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, computer software, printer, adding machine, telephone, typewriter, scanner, copy machine, fax machine, and other standard modern/business office equipment; meter readers.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to hot, cold, wet, humid, or windy weather conditions; exerts up to 50 pounds of force occasionally; up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects such as file boxes, records, etc.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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POSITION DESCRIPTION

Employee Name:

Position Title:

Utility Clerk

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 25% (1) Processes meter reading data; prepares and sends files electronically; creates new customer accounts; maintains current customer account files; assists in reconciling utility billing activity with the general ledger; directs rereading of meters to ensure accuracy between present and previous months.
- 15% (2) Receives telephone calls and customer inquiries concerning utility billings or services and responds to complaints in a courteous and polite manner; contacts the public, other officials, and local government agencies concerning billing issues, including rate increases; assists with processing work orders for utility disconnections, reconnections, new orders, and other service requests.
- 20% (3) Receives and records payments; posts daily transactions to utility accounts and prepares daily deposits; reads computer files or gathers records such as meter books, invoices, receipts needed to compile data; compiles routine correspondence and reports; assists in the collection of delinquent accounts (e.g., prepares mailing notices, orders, establishes payment schedules, and conducts customer follow-up).
- 20% (4) May assist fiscal officer in: processing of biweekly payroll including preparation of reports and taxes for village employees; opening and distributing mail; filing; maintaining records; compiling list of bills for council's approval; preparation of council packets; attending council meetings and taking minutes; typing council minutes.
- 12% (5) Performs general clerical duties (e.g., processing incoming and outgoing mail, preparing miscellaneous invoices, preparing pool passes and signage, maintaining files, etc.); plans meetings for boards, commissions, etc.; serves on boards, commissions, etc., as required and accurately records meeting minutes; ensures board, commission, committee, etc. members timely receive copy of meeting minutes; covers employee absences as necessary (e.g., scheduled vacations, call-offs, etc.).
- 3% (6) Receives and processes permit and license applications.
- (7) Maintains required licensures and certification, if any.
- (8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (9) Demonstrates regular and predictable attendance.

Date Adopted:

Developed by:
Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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POSITION DESCRIPTION

Employee Name:

Position Title:

Utility Clerk

OTHER DUTIES AND RESPONSIBILITIES:

5% (10) Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: basic accounting; bookkeeping; finance; village goals and objectives*; village policies and procedures*; government structure and process; office practices and procedures; English grammar and spelling; records management.

Skill in: typing; word processing; data entry; computer operation; telephone console operation; adding machine or calculator operation; use of modern office equipment; motor vehicle operation.

Ability to: carry out detailed but basic written or oral instructions; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; arrange items in numerical or alphabetical order; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; answer routine telephone inquiries; train or instruct others; develop and maintain effective working relationships.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

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