

ESSENTIAL DUTIES AND RESPONSIBILITIES

This is a busy, challenging full-time position. Candidates must have the ability to: follow directions precisely; multi-task effectively; and be a team player.

Collects and receipts monies for payment of customer utility bills. Keys payments into computer and validates stub. Checks account number, name, address, amount, and other information to assure posting of payment to correct account. Accepts new water and sewer tap fees, and new electric service fees. Opens and closes accounts. Takes application information for new customer accounts. Schedules and processes service orders. Initiates monthly billing process. Generates various office reports, primarily using Microsoft Excel software. Processes returned checks, meter change, or in/out read notices. Prints and posts late notices. Sends turn-off notices and orders. Assists in collecting delinquent bills by following up on payment arrangements. General correspondence in fulfilment of other tasks as needed. Balances cash drawer daily and updates computer for next day's payments. Processes returned mail. Files applications, service orders, and other documents. Processes OUPS notifications and disperses information to City crews in a timely manner. Excellent customer service, professionalism and confidentiality are needed to answer customer inquiries about accounts and resolve routine problems.

APPLICATION DETAILS

DEADLINE TO APPLY: Tuesday, August 8, 2023, at 4:30 P. M. Please submit completed application, a current resume, and a cover letter by the deadline to the City's Director of Public Service/Safety (DOPS) by email rmertz@stclairsville.com or mailing to PO Box 537, St. Clairsville, OH 43950.

AN EQUAL OPPORTUNITY EMPLOYER