

APPLICATION NOTICE

City of Urbana Utility Account Clerk II

The City of Urbana, Ohio is seeking applicants for the part-time position of **Utility Account Clerk II** under the direction of the Finance Director at \$17.00 per hour. The Utility Account Clerk II performs routine clerical, administrative, and data processing work in the billing of utility and other public services. Reads computer files or gathers records such as meter books, purchase orders, invoices, ticket books, etc. to compile needed data; enters information into computer or computes amounts due; prepares invoices. Posts transactions to accounting records such as work sheet, ledger, or computer files. They process work orders for utility disconnections, reconnections, new orders, and other public works service requests; meter reading data; prepares and mails utility bills; maintains current customer account files; assists in reconciling utility billing activity with the general ledger. Receives telephone calls and citizen visits concerning utility billings or services; handles questions and matters of a more technical nature; responds to citizen complaints; pursues collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules, customer follow-up account research, preparing liens and write-offs, appearing in court to testify in behalf of City, when appropriate.

The qualifications for this position include the following:

- ◆ Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing.
- ◆ Any equivalent combination of education and experience, with additional experience substituting for the required college level training or a year for year basis.

The selected candidate must successfully complete the following:

- ◆ Background Investigation.
- ◆ Pre-employment Drug Screen.

A City application or resume must be submitted to apply for this position. A blank application and a full job description may be obtained at <https://www.urbanaohio.com/job-opportunities.html> or by calling: (937) 652-4313. **To be considered, an application or resume must be returned to the Human Resources Office by 4:00 p.m., April 19, 2024 at 225 South Main Street Urbana, Ohio 43078 or via e-mail to hr@ci.urbana.oh.us.** Applications and resumes will be accepted until the position is filled.

The City of Urbana is an Equal Employment Opportunity Employer and complies with the Americans with Disabilities Act. The City of Urbana operates its programs and services without regard to race, color, national origin sex, age, disability, or low-income status in accordance with Title VI of the Civil Rights Act of 1964, and its related statutes.