

***CITY OF LE ROY  
BILLING CLERK I  
(PART-TIME)***

**DEPARTMENT:  
REPORTS TO:**

**ADMINISTRATION  
ASSISTANT TO THE  
ADMINISTRATOR**

**Position Summary**

Under the direct supervision of Assistant To The Administrator, the Billing Clerk I position is responsible for assisting in utility billing, accounts payable and customer service. The Billing Clerks I's work will be reviewed through annual performance evaluations conducted by the Assistant to the Administrator.

**Regular Duties; Examples of Work (Essential Functions):**

- \* Promote customer satisfaction through excellent customer service
- \* Receive and redirect incoming communications
- \* Assist in Generating Utility Billing
- \* Post and process utility billing payments
- \* Assist in accounts payable
- \* Attend meetings as requested
- \* Support other Staff efforts on an as needed/as directed basis
- \* Complete special projects as designated by the City Administrator and Assistant to the Administrator
- \* Prepares routine and specialty reports as requested
- \* Perform other duties as assigned

**Experience and Qualifications:**

- \* Must meet established city standards of appearance and demeanor at all times
- \* Must have a valid Illinois driver's license
- \* Must have a high school diploma or equivalent
- \* Must have good communication skills, both verbal and written
- \* Must have the capacity to work on various tasks simultaneously
- \* Must have an outgoing, friendly demeanor

**Skills and Abilities:**

- \* Ability to work with limited supervision
- \* Ability to proactively serve the public
- \* Ability to develop office procedures as necessary
- \* Ability to work as part of a team
- \* Ability to be trustworthy with confidential information
- \* Excellent organizational skills
- \* Good computer software and internet proficiency skills

**Physical Abilities:**

- Bending at the waist, kneeling or crouching to file materials
- Ability to lift up to 30 pounds
- Dexterity of hands and fingers to operate a computer keyboard
- Ability and eligibility to drive a motor vehicle