

JOB POSTING

CITY OF LE ROY BILLING CLERK – II

DEPARTMENT:

ADMINISTRATION

Position Summary

Under the direct supervision of the Administrator, this position's responsibilities include utility billing, accounts payable and customer service. In addition, the billing clerk II is also responsible for general office work of the City. The Billing Clerk II's work will be reviewed through annual performance evaluations conducted by the Administrator.

Regular Duties; Examples of Work (Essential Functions):

- * Promote customer satisfaction through excellent customer service
- * Receive and redirect incoming communications
- * Generate Utility Billing
- * Post and process utility billing payments
- * Support database management
- * Attend meetings as requested
- * Support other Staff efforts on an as needed/as directed basis
- * Complete special projects as designated by the Administrator or 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