

Position Announcement-Utility Billing Clerk/Office Assistant

The Village of Indian Head Park is recruiting for one (1) part-time Utility Billing Clerk/Office Assistant. This position serves as in an administrative support capacity to the Village Administrator and office staff. The primary duties are utility billing, processing payments, issuing vehicle stickers, and performing other administrative and clerical duties as needed.

It is expected that this position will be for 30 hours per week. There is a potential that the hours for this position may be increased to full-time (40 hours per week).

Position Function:

Responsible for carrying out routine and complex clerical, secretarial and utility data entry duties that support the Administration Department.

Organizational Relationship

Reports directly to the Village Administrator.

Qualifications

1. High school or GED equivalent with specialized course work in general office practices and accounting principles.
2. Working knowledge and skill in operation of office equipment including computers and data processing.
3. Possess personal administrative discipline, example: prepared to handle cash receipts accurately, data entry and data processing.
4. Skills needed to effectively communicate both orally and written to assist and problem solve for residents of the Village.
5. Demonstrates ability to handle stressful situations.
6. Verbal and written proficiency.

Principal Duties and Responsibilities

1. Answer incoming telephone calls to provide customer assistance to village residents regarding utility billing issues.
2. Data entry and processing of meter readings for the preparation of utility billing statements.

3. Analyze water usage, determine abnormal consumption, prepare usage summary, monitor water/sewer fund, cash in cash out and balance.
4. Provide for prompt payment and supervision of utility collection.
5. Compose, type and edit a variety of correspondence, reports and other material requiring judgement as to content, accuracy and completeness.
6. Review, stamp and distribute outgoing utility bills.
7. Respond to change of address for final readings, calculate and mail final reading billings.
8. Maintain record of water deposits, billing and refund of water deposits after final readings.
9. Able to work alone and with minimal supervision.
10. Other responsibilities as directed.

Job Classification Description

Sedentary Work. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SALARY/BENEFITS:

The starting base pay offered for this position is \$15.00 per hour with participation in the Illinois Municipal Retirement Fund. This position is non-exempt under FLSA.

HOW TO APPLY:

Interested candidates should submit a resume and cover letter to IHPjobs@Indianheadpark-il.gov. Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.

Applicants must indicate (Job ID: Utility Billing/Office Assistant) in the subject line of their e-mail.

The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug screen.

The Village is accepting applications until December 2, 2015, 2015 at 4:00 pm. *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact the Village Administrator at 708-246-3080x104.*