TOWN OF STEVENSVILLE

ADMINISTRATION POSITION DESCRIPTION

Class Title: Deputy Clerk

Department: Administration

Date: 04/25/2024

**GENERAL PURPOSE**

Provides services for, Building Department, Cemetery, Finance, Public Works, and Town Clerk. This includes processing all building department and cemetery requests. Provides accurate utility billing information, processes, and maintains utility billing transactions; receives, accesses utility billing paperwork and Black Mountain Software database for customer billing records. Provides support to the Finance Department and Town Clerk related administrative functions.

**SUPERVISION RECEIVED**

Works under the supervision of the Finance Officer

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. **Building Department functions**
	* Address all residential and commercial building permit questions.
	* Work directly with contracted building inspector to issue building permits.
	* Issue building-related permits in accordance with the department’s policies and procedures.
	* Post all monies related to the building department.
	* Answer phone calls and all related questions regarding the Building Department.
2. **Cemetery Related Functions:**
	* Assists citizens locate grave locations and determines availability of sites.
	* Processes sales of grave sites
	* Directs public works staff regarding grave openings and closings.
	* Maintains cemetery records, including ledgers of plot owners and internments, and maps of grave sites.
	* Answer phones calls and all related questions regarding Cemetery.
3. **Utility Billing related functions:**
	* Works with public works on monthly meter reads
	* Answer phone calls related to utility billing questions.
	* Processes monthly utility billing.
	* Receive & receipt all water and sewer payments daily.
	* Record all utility billing transactions in Black Mountain Software (BMS) utility billing module daily.
	* Maintain customer accounts in BMS, updating address changes and/or meter number changes in a timely manner.
	* Interact with customers, helping them understand their bills and the Town’s ordinances pertaining to water and sewer.
	* Balance daily cash received with BMS software and prepare appropriate reports.
	* Execute past due shut off procedures in accordance with Town policies and procedures, properly notifying customers facing shut off due to non-payment and maintaining accurate records for each customer shut off due to non-payment.
4. **Finance Related Functions:**
	* Help process monthly claims.
	* Scan claims into BMS.
	* Process daily deposit slips for Finance Director to review.
	* File items as directed.
5. **Town Clerk Functions:**
	* Provide help as needed.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Two years of increasingly responsible bookkeeping and billing experience; and

Graduation from high school or GED Equivalent with specialized course work in general office practices, data processing accounts receivable; or

**Necessarily Skills and Knowledge:**

Knowledge of Effective governmental bookkeeping practices and procedures.

Knowledge of Effective billing practices.

Must be bonded/bondable.

**Skills to:**

Use personal computers and specialized software applications for customer accounts and billing information (i.e. Black Mountain Software).

Use common office machinery and equipment.

Use mathematical computations used in accounting.

Communicate effectively verbally and in writing.

Follow written and oral instructions.

**Ability to:**

Establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_