

PUBLIC NOTICE

The Town of Braselton is currently seeking a qualified individual for the following position:

JOB TITLE: STORMWATER UTILITY CLERK

SUPERVISOR: DIRECTOR OF ROADS AND STORMWATER

DEPARTMENT: STORMWATER

PAY GRADE: 7A

FLSA STATUS: NON-EXEMPT

Full-time 40 hours/week

Starting pay \$12 to \$14 per hour depending on qualifications

JOB SUMMARY: The purpose of this job is to coordinate the billing functions and to provide administrative support and customer service associated with the needs of the Stormwater Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain and update stormwater billing database.
- Develop, prepare, print, sort and mail stormwater billing two (2) times a year or at a cycle determined by the Town.
- Assist in the preparation and processing of work orders.
- Post transactions to accounting records such as payments, work sheets, ledgers and computer files.
- Receive telephone calls, customer visits and written inquiries regarding stormwater and utility bills.
- Assign account numbers and set up new properties for stormwater utility billing, as directed.
- Prepare mass mailings.
- Serve as cashier including receipting of stormwater and, ~as needed, utility bill payments and various payments and posting monies to appropriate accounts.
- Establish and maintain good relationships with the position supervisor, Town Officials and Administration, other staff and members of the public.
- Coordinate the collection efforts before accounts may be sent to a third-party collection entity.
- Apply late penalties and monthly finance charges on stormwater utility accounts.
- Accept and process stormwater and, as needed, utility bill payments from customers at the office counter, drop box, and by mail; apply payments to the proper account on the computer; issue receipts.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and techniques of general ledger bookkeeping.
- Knowledge of effective accounting practices.
- Skill in using personal computer and specialized software applications for customer account information update.
- Knowledge and proficiency in the use of Microsoft Office Word and Excel.
- Ability to operate various office equipment such as postage machines, calculators, printers and copiers.
- Ability to prepare and maintain records and reports.
- Skill in communicating well with the public and giving courteous, prompt treatment to customers.
- Ability to effectively communicate with other Town staff.
- Ability to answer multiple phone lines.
- Ability to concentrate and work under stress.
- Ability to handle multiple tasks simultaneously.
- Ability to act in a professional manner and be self-motivated.

MINIMUM TRAINING AND QUALIFICATIONS:

- High School diploma/GED is required.
- Minimum of two (2) years of experience in administrative work preferably in a Utilities department or any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position.

OTHER REQUIREMENTS:

- Valid Georgia Driver's License with satisfactory driving record and have the ability to be bonded.
- Applicant must submit to and pass a pre-employment drug screening.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM**ESSENTIAL JOB FUNCTIONS****LANGUAGE SKILLS:**

Ability to read, interpret and communicate basic instructions and technical manuals. Ability to write and convey information through notes and other documents. Ability to speak effectively to communicate with co-workers and members of the general public. Multilingual is preferred but not essential.

MATHEMATICAL SKILLS:

Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages.

COMMUNICATION SKILLS:

Must be able to communicate orally and in written form in order to give or obtain information and provide service. Contacts are typically made with the general public and other town employees.

REASONING ABILITY:

Ability to apply common sense and understanding to carry out instructions furnished in written and oral format. The applicant must also possess the ability to deal with unique problems in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, sit, stoop, and lift light objects of 20 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is indoors where the employee is unlikely to be exposed to a many harmful elements. Some tasks may require exposure to dirt and dust.

Please send application to Town of Braselton, Attn. Human Resources, PO Box 306, Braselton GA 30517 or apply in person at 4982 Highway 53, Braselton. No calls will be taken.

Applications are available on our website at

https://www.braselton.net/town_info/job_opportunities/index.php

The Town of Braselton is an Equal Opportunity Employer