

Position Opening – Deputy City Clerk/Utilities, City of Monticello

The City of Monticello is seeking applications for the position of full-time Deputy Clerk – Utility Department. The Utility Clerk is responsible for management of customer utility accounts, processing payments, preparation of bank deposits, monthly utility billing, reconciliation of receivables and deposits, field work as necessary, and other related customer-service duties as assigned. The successful candidate for this highly responsible position must have relevant office/business experience, including experience with customer billing, strong communication skills, and a desire to serve the public.

Applicant must possess a high school diploma or equivalency, and a strong aptitude for computer software applications such as Microsoft Windows, Excel, Word and Quickbooks. A Florida driver license is required. Salary range approximately \$30,500 to \$34,700 and is commensurate with education, qualifications, skills, and abilities.

Complete job description and application available at www.cityofmonticello.us. The City of Monticello is an Equal Opportunity Employer and operates as a drug-free workplace. The City is a participant in the Florida Retirement System and offers an employee health benefit.

Application deadline: January 23, 2023 at 5:00 p.m. The position will remain open until filled. Submit original application to City Hall, Attention: City Clerk Emily Anderson, 245 S. Mulberry St. Monticello, FL 32344. E-mailed applications are not accepted.

City of Monticello

Job Title: Deputy Clerk /Utility Department

Department: Water/Sewer

Reports To: City Clerk/Treasurer

Salary Range: \$29,000 - \$34,700

Essential Duties and Responsibilities: The following list is not to be construed as exclusive or all-inclusive. Management may delegate other responsibilities:

Maintains all utility accounts (new, transfers, closed accounts).

Performs cashier duties, including accepting and posting utility payments and making bank deposits.

Reconciles total monthly charges and receipts.

Prepares monthly customer utility bills.

Processes utility account deposits and refunds.

Prepares work orders for utility department activities.

Prepares meter reading equipment for use by meter readers and verifies readings.

Monitors delinquent accounts and prepares list for disconnects.

Maintains database of utility customers, by type, for various state and federal agencies.

Assists in preparation of bank deposits for Water/Sewer Fund.

Assists in reconciling checking accounts, as needed.

Provides administrative and clerical support for City Clerk/Treasurer, as needed.

These essential job functions are not to be construed as a complete statement of all duties performed. Employee will be required to perform other duties.

Minimum Training and Experience Required to Perform Essential Job Functions:

High School Diploma or equivalency diploma.

Extensive experience in customer billing and customer service. Knowledge of bookkeeping principles and practices.

Minimum Qualifications or Standards required to Perform Job Functions:

Ability to interact with staff members, supervisors and elected officials.

Ability to communicate with the public and to convey or exchange information in a timely manner with considerable poise, tact, patience and courtesy.

Ability to perform under stress, handle complaints, and resolve billing disputes.

Knowledge of business math and accounting principles.

Ability to operate a multi-line telephone system, calculator, computer and other job-related office equipment.

Ability to quickly learn customized software applications and knowledge of the following computer software: Microsoft Windows, Excel, Quickbooks, and Microsoft Word.

Ability to understand and follow oral and/or written policies, procedures and instructions.

Ability to learn all applicable City policies, procedures and practices.