

JOB TITLE: CLERK (non-exempt)
DEPARTMENT: Administrative
REPORTS TO: Town Manager
PAY RANGE: Full Time, \$16.87-\$19.77, Depending on Experience

Summary Statement

Performs duties as required by the Town Manager. Acts as the initial point of contact to all entering or calling Town Hall. Assists in the creation of invoices and utility bills. Processes payments and takes necessary steps to ensure payments are applied correctly on all billing platforms. Provides assistance to all departments as needed.

JOB DESCRIPTION

Machines, Equipment, Tools Used

Computer, scanner/fax/printer, calculator, cash register, postage machine, phone system, envelope stuffer, and related equipment.

Source of Authority

Town Manager

Job Duties

1. Answer the telephone and take accurate, precise messages.
2. Greet citizens, salespersons, employees, etc., and offer assistance if needed or required.
3. Attends to customers for accounts receivable.
4. Receives and sorts daily mail, processes payments into appropriate software, and prepares reports for bank deposits along with the Billing Clerk.
5. Processing and mailing of water and tax bills.
6. Assist customers with utility bills, including using water meter software to analyze water usage.
7. Assist with all licensing and permitting processes, including working with outside vendors as necessary.
8. Assists Financial Manager and Town Clerk with duties as needed.
9. Assists with office supplies management.
10. Assists with providing information to the public.

11. Assists with filing/sorting/archiving records.
12. Assist all departments with letter writing, typing reports and other duties in which they may need assistance.
13. Assists with the organization of Town events.
14. Perform other administrative duties assigned by the Town Manager.

JOB REQUIREMENTS

Knowledgeable, Skills and Abilities

Must have the ability to operate computers and applicable software, have strong communication skills, and the ability to deal with the public and public officials in a professional and courteous manner. Must have data entry skills, be proficient in Microsoft Word and Excel, and have a high degree of accuracy and attention to detail. Must be highly motivated, flexible and reliable. Must be counted on to assume additional duties and work well with all town employees.

Must be able to pass a thorough background check, financial check, and drug test.

Notary or ability to obtain notary preferred.

Bilingual (Spanish) will receive special consideration.

Experience and Training

High school diploma or GED required.