

## City of Houston

**Title:** Utility Clerk

**Reports to:** City Clerk

### Job Announcement

City of Houston Missouri seeks an individual to fill the open position of Utility Clerk. The employee under the direction of City Clerk, is responsible for the performance of assigned daily tasks for clerical and accounting work performed in the municipal utilities. The position is responsible for assisting with maintenance of the city's utility billing records and accounts, AMI software, cash receipting and customer service. There may be work projects that need to be produced in a timely manner and other office tasks as deemed necessary. Position is Full-Time and has benefits including LAGERS Retirement, health, dental and vision insurance options, life insurance, and numerous other benefits. Starting pay is \$12.10 to \$14.11 per hour. Interested parties should apply by resume to City Hall, 601 S Grand Ave, Houston MO 65483 or by e mail to [cityclerk@houstonmo.org](mailto:cityclerk@houstonmo.org), showing experience in the areas outlined in full.

### Key responsibilities:

- Assists with maintenance of utility records for the city's sewer and water utilities; processes billings.
- Receives utility payments and other revenue payments; posts in Cash Receipting program to General Ledger.
- Performs utility account collection activities.
- Processes open and close requests for service forms.
- Prepares monthly meter reader books and assists meter readers in obtaining accurate information.
- Provides reception services at city hall by answering telephone, fax machine and personal inquiries.
- Produces letters, memoranda, reports, tabulations and other materials as requested.
- Sorts and files correspondence, checks, vouchers, and other materials, numerically, alphabetically, or by other prescribed methods.
- Assists in the maintenance of records and files.

### Required Skills:

Typical administrative practices and processes associated with local government offices or functions.

General computer operations, specifically familiarity of Microsoft Office software and Summit.

Office machines: scanner, computer, copier and fax machine.

Able to maintain a pleasant and courteous demeanor working in a fast pace environment.

Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.

Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.

Effectively respond to a stressful or high-pressure environment.