

# **UTILITY BILLING SUPERVISOR/ASSISTANT MUNICIPAL COURT CLERK**

**City of Burlington**

**City Clerk Department**

## **POSITION SUMMARY**

Under the supervision of the City Clerk, the Utility Billing Supervisor/Assistant Municipal Court Clerk is a non-exempt position under FLSA. This position is responsible for the preparation and collection of utility billings, posting utility payments and maintaining the utility accounts and ledgers. The Utility Billing Supervisor/Assistant Municipal Court Clerk also performs duties of a Municipal Court Clerk, which include filing court citations, sending notices to appear, and preparing the court docket. This employee should possess excellent organizational, public relation, and communication skills.

## **ESSENTIAL FUNCTIONS**

- Responsible for the preparation of all city utility monthly statements;
- Responsible for the collection and posting of all city utility accounts;
- Maintains utility ledger accounts for all customers;
- Maintains records of delinquent and unpaid utility accounts;
- Maintains records of all utility customer deposit accounts;
- Answers the telephone and fields questions, concerns, and complaints from the general public;
- Prepares and mails delinquent notices;
- Follows department policies and procedures;
- Receives cross-training in the responsibilities of the Deputy City Clerk;
- Files court citations and sends notices to appear;
- Prepares court docket;
- Receives court monies and balances;
- Files citations and court paperwork.

## **MARGINAL FUNCTIONS**

- Posts receipts and takes to the bank;
- Prepares orders for shut-off of utilities
- Responsible for renting community buildings;
- Assists other departments as needed;
- Performs other duties as deemed necessary or assigned.

<b>CLASSIFICATION:</b>	<b>FSLA NON-EXEMPT</b>	<b>ADA APPLICABLE</b>	<b>FMLA: INELIGIBLE;</b>
<b>WORKING CONDITIONS:</b>	<b>NON-HAZARDOUS OFFICE ENVIRONMENT</b>		

## UTILITY BILLING SUPERVISOR/ASSITANT MUNICIPAL COURT CLERK POSITION REQUIREMENTS

**Experience:** One to three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

**Education:** High school diploma or GED is required; and a technical degree or some college credit is preferred.

**Technical Skills:**

1. A thorough working knowledge of accounting techniques, computers, office procedures, and a working knowledge of mathematics is required.
2. This employee must be able to operate computers, printers, calculators, photocopiers, telephone systems, and other office equipment.
3. The ability to type with speed and accuracy, to concentrate on tasks in the presence of distractions, and to read and interpret legal reports, billing statements, and written instructions is required.
4. This employee should possess excellent public relation, organizational skills.
5. This employee should also possess excellent oral and written communication skills.

**Problem Solving:** Some independent problem solving is involved in this position. This employee encounters problems with citizen complaints, non-payment of bills, and errors related to water and electric billing. Serious problems are reported to the City Clerk.

**Decision Making:** Some independent decision making is involved in this position. This employee makes decisions about resolving citizen complaints, prioritizing work assignments, and performing daily duties in the most efficient manner.

**Supervision:**

1. This employee is subject to occasional supervision from the City Clerk.
2. This employee does not exercise any supervisory responsibilities over subordinate personnel.

**Financial Accountability:**

1. This employee is responsible for department resources and equipment.
2. This employee is required to be bonded.
3. This employee does not participate in the annual budget process.

**Security Requirements for Municipal Court** (Kansas Criminal Justice Information Security Policy)

1. Fingerprints of this employee are required to be on file with the KBI
2. Background Check/Annual Name Base is required to be performed and on file with the KBI
3. Employee is required to attend Security Awareness Training on Topic 5.2.1.1

**Personal Relations:** Daily contact with the general public, co-workers, and supervisory personnel, and occasional contact with the organization's governing body is expected.

**Working Conditions:** No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

**Physical Requirements:** Physical activity associated with working in an office setting is required to perform the daily duties of this position.

*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent elements and criteria considered necessary to successfully perform the job.*

**THIS JOB DESCRIPTION WAS APPROVED BY BURLINGTON CITY COUNCIL ON JUNE 4, 2008.  
(Revised 2/2015)**