

**CITY OF BERLIN
POSITION DESCRIPTION
FOR
UTILITY CLERK**

DEPARTMENT:	Department of Public Works
DIVISION:	Water and Wastewater Utility
SUPERVISOR:	Utility Superintendent and City Clerk
SHIFT/HOURS:	7:30-4:30 p.m. M-F plus any scheduled Sewer/Water Commission Meetings
CATEGORY:	Full-Time

JOB SUMMARY

The Utility Clerk is responsible for all billing aspects of the City of Berlin Water and Sewer department and the fund accounting not provided by auditors. This position is also responsible for any duties assigned by the Clerk or the Utility Superintendent and entails dealing with the public. The Utility Clerk serves as the Secretary to the Sewer and Water Commission. The main focus of this position is to ensure the billing and maintenance of all sewer and water accounts are handled properly. The secondary responsibilities include cross training with the City Clerk staff and any duties therefore assigned by the Clerk.

ESSENTIAL JOB FUNCTIONS

The Utility Clerk must have the knowledge and skills to perform the following duties:

- (1) Prepare and collect water/sewer bills on a monthly basis. This includes preparing meter reading equipment, uploading and downloading meter reading information and ensuring accuracy of reads, as well as bill collection and payment posting.
- (2) Prepare and distribute disconnection notices and manage payment arrangements/agreements with customers.
- (3) Calculate final bills and penalties as needed and update customer accounts for new meter installations and account transfers.
- (4) Balance all Utility general ledger accounts on a monthly basis.
- (5) Coordinate the Daily Monitoring Reports from the Water and Sewer.
- (6) Work with the Utility Superintendent to complete the required annual Compliance Maintenance Report (E-CMAR).

- (7) Ensure that the Consumer Confidence Report (CCR) is printed, published and distributed as per DNR regulations.
- (8) Answer Sewer and Water Department phone calls and direct questions/complaints to proper individual.
- (9) Provide clerical support for the Utility Superintendent, Sewer & Water Commission, and Sewer & Water Department including any necessary correspondence, photocopies, ordering of supplies, and any other miscellaneous clerical functions requested.
- (10) Serve as Secretary to Sewer & Water Commission, which includes preparing and sending agenda packets and taking minutes at all Commission meetings.
- (11) Maintain utility records retention schedules according to DNR and PSC regulations.
- (12) Provide information to auditors for rate increases.
- (13) Prepare and file annual PSC report in conjunction with annual audit.
- (14) Accounts Payable functions including processing computerized payables and preparing invoices as needed.
- (15) Maintains accurate meter inventory count.
- (16) Take minutes at monthly evening meetings or any other duties assigned by the Water & Sewer Superintendent or City Clerk.
- (17) Any other duties as assigned.

SKILLS & QUALIFICATIONS

- (1) Associate degree in business or related field.
- (2) Applied and working knowledge of Microsoft Word, Access, and Excel.
- (3) Understanding of basic accounting principles and concepts.
- (4) Experience in accounts payable, payroll and utility billing.

PHYSICAL DEMANDS

- (1) Ability to occasionally lift and carry heavy objects of 10-50 lbs.

- (2) Ability to sit continuously for long periods of time, and occasionally reach above shoulders and bend.
- (3) While performing the duties of this job, the employee is frequently required to talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand and walk.
- (4) Eye-hand coordination is necessary to operate various pieces of equipment.