

## **CITY OF GRANGER JOB DESCRIPTION**

### **CLERK II**

**FLSA Designation – Non-Exempt**

**Bargaining Union position**

**Full Time position**

#### **Position Summary**

Performs a variety of customer service, accounting, and clerical duties involving financial record keeping to include utility billing; and to provide a variety of clerical support to Department staff.

#### **Supervision Received**

Receives immediate supervision from a City Clerk or higher level of supervisory.

#### **Supervision Exercised**

May exercise technical supervision over clerical personnel as assigned.

#### **Essential Duties and Responsibilities**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answer incoming calls and routes callers or provides information as required;
- Back up to Clerk I, as needed.
- Operate office equipment including copiers, facsimile machines, computers and scanners;
- To be cross trained to serve as back up for other office duties assigned
- Serve as backup for payroll and accounts payable
- Post data to various ledgers, registers, journals and logs according to established accounting techniques and procedures;
- Prepare new service and end of service work orders;

- Maintain meter route status and makes changes when necessary. Generates meter reading reports for service activity;
- Process, edit, and correct Utility and Irrigation bills when necessary;
- Provide customer service support;
- Maintain reminder notices and prepares turn-on/turn-off for service reports;
- Generate annual water Consumer Confidence Report;
- Assist with annual Irrigation assessments billing, and manage related issues;
- Assist in issuing various business licenses, business license renewal notices, and dog licenses;
- Create business license application forms, renewal forms, and certificates;
- Provide support to other department staff for consistent invoice coding of BARS transactions;
- File ordinances, resolutions and other documents, assist in the codification of ordinance in the Municipal Code as needed or assigned;
- Assist with special projects and grant applications as assigned;
- Process building permit applications and/ or provide support to the Building Official;
- Prepare invoices for various City services;
- Perform a variety of general clerical duties including typing, maintaining files and records, processing mail and ordering supplies;
- Performs research related to City events and schedules city events when directed;
- Assist in preparation of the annual budget and any related reports;
- Assist in the development of notices, flyers, brochures, newsletters, media releases, and other informational materials about programs and services;
- Perform other duties as assigned.

### **Required knowledge**

- Basic accounting principles and practices;
- Ability to prepare accurate and detailed reports using the computer utility billing system software and meet deadlines;
- Use independent judgment in the application of the City Utility Billing policies and procedures and Municipal Code;
- Input and retrieve a variety of fiscal and statistical information using a computer terminal;
- Establish and maintain effective working relationships with fellow employees and the general public;
- Ability to communicate effectively verbally and in writing;
- Ability to maintain confidentiality or politically sensitive materials and information;
- Working knowledge of governmental accounting principal practices (BARS);
- Knowledge of applicable laws, codes, and regulations that pertain to assigned duties;

### **Applicable Education, Experience, and Training**

- High school diploma or GED;
- Two (2) years of varied office work experience ; and/or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Requirements, Licenses**

- Have a valid Washington State Driver's License
- Obtain food handlers card
- Must be bondable

**The City of Granger is an Equal Opportunity Employer.**