



EXTERNAL POSTING

A Century of Progress with Pride

CLERK
STAFF VACANCY

Position: Water Department Clerk
Salary: \$12.00/hr, plus benefits
Schedule: Full-time, Monday through Friday
Must work until 8pm every other Tuesday
Application Deadline: **April 24, 2015**

Number of Openings: 1

Probationary Period: 90 days

Primary Purpose: Under general supervision performs a variety of duties to verify, update and maintain the accuracy of water billing accounts, enter payments and make adjustments, generates final water bills and reports from computerized records. This position plays an important part in the real estate transfer process. Additionally, this position will have responsibility for posting receivables and assisting in the water shut-off process. Must be a team player and have the ability to work independently. This position is subject to a collective bargaining unit.

Principal Duties & Responsibilities:

- Reviews residential and commercial water meter readings and prepare printed water bills for postage.
- Requires ability to learn and explain billing procedures and other procedures of the Water Department.
- Requires ability to meet with customers at service counter to answer questions and receive payments.
- Requires ability to apply bookkeeping principles to the recording and balancing of money received by the Water Department.
- Requires ability to assist in coordinating timeline for water shut-off procedures.
- Requires ability to make rapid financial calculations with a calculator, adding machine or computer.
- Requires ability to operate a variety of office machines
- Requires ability to sort, order, prepare, and maintain a variety of files and records including the entries for final bill after final meter reads.
- Requires ability to handle money responsibly.
- Requires ability to perform typing.
- Must be detail oriented.
- Requires ability to work independently and efficiently following established guidelines and procedures.
- Requires ability to provide information and assistance to persons over the phone and in person.
- Requires ability to communicate effectively, both orally and in writing.
- Requires ability to establish and maintain satisfactory working relationships with co-workers and the general public.
- Other duties as assigned.

Qualifications:

- High School degree or equivalent
- Excellent customer service skills
- Requires one year of general office experience including contact with the public
- Proficient in Microsoft Office Products and possess excellent computer skills
- Subject to a credit check and criminal background check
- Bilingual preferred

Applications: May be obtained at the city website www.berwyn-il.gov and at Berwyn City Hall, 6700 W. 26th Street, Berwyn, Illinois 60402. All applications must be returned to Berwyn City Hall by 5:00 PM on **April 24, 2015**.

AN EQUAL OPPORTUNITY EMPLOYER:

All City of Berwyn applicants will be afforded equal employment opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or unfavorable discharge from military service.