

UTILITY CLERK

The City of Meadows Place is accepting applications for a full-time Utility Clerk. Reporting to the City Secretary, this position will accept and processes utility payments, process monthly utility billing, and provide customer service to our citizens as well as perform some routine clerical duties.

SALARY: \$36,500 38,500 DOQ and Certification

HOURS: Monday – Friday 8 a.m. – 5 p.m.

BENEFITS: Excellent City benefits including medical/dental/vision, TMRS retirement 7% plus city matching, option to participate in a 457 Plan. Benefits also include: longevity pay, paid vacation and sick time and 10 paid Holidays.

ESSENTIAL JOB DUTIES:

- Greet and assist residents and customers in person or over the phone and respond to inquiries.
- Process applications for new water service and request to final service
- Receive and record payments and balance daily cash.
- Process work orders and notify USW field crew with issues in the water department.
- Collect, assemble, bind, and staple duplicated material; process correspondence as directed; schedule meetings and appointments as needed.
- Performs other duties as assigned.
- Provide clerical support to Municipal Court and Permit Departments.
- Sitting for extended periods of time
- Lifting objects up to 30 lbs.

KNOWLEDGE/SKILLS REQUIRED:

- General bookkeeping practices and procedures.
- Current office procedures and ability to maintain a filing system and skilled in operating a personal computer, Microsoft Office, standard software, and office equipment.
- Basic knowledge of billing and accounts receivables.
- Ability to communicate clearly, both orally and in writing to citizens, co-workers, and contractors.
- Ability to establish and maintain effective working relationships.
- Follow Department policies and procedures.
- Must be able to professionally and tactfully respond to requests and inquiries from the general public and learn city ordinances and department policies and procedures.

EDUCATION REQUIRED:

- High school diploma or equivalent
- Bilingual Preferred
- Minimum two years of experience in municipal government, utility billing, customer service, cash handling or comparable position a municipal government
- Valid Texas Driver's License

Submit completed application packet with signed releases to citysecretary@cityofmeadowsplace.org; City of Meadows Place, Attn: City Secretary, 1 Troyan Drive, Meadows Place, TX 77477 or fax to 281-983-2940. Applications/resumes will be accepted until position is filled.