

CITY OF FREMONT

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title: Account Clerk I	Position Title: Account Clerk I
Class Number:	Employee Name:
Dept./Division: Utility Billing Department	Civil Service Status: Classified
Reports To: Utility Billing Dept. Manager	Employment Status: Part-time
Pay:	FLSA Status: Non-exempt

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of secondary education, or equivalent, and bookkeeping or clerical training and/or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Telephone, typewriter, facsimile, copy machine, computer.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

For purposes of O.R.C. 4167.

The employee: is exposed to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); may be exposed to upset or hostile members of the public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Performs financial transactions; reconciles payments, routine accounts and/or year-end financial information; receives payments and prepares receipts; posts routine account information; balances cash drawer.
2. May operate computer terminal to enter, produce or verify information; organize data into logical sequence for input; enters and updates routine and repetitive data.
3. Performs public relations activities; greets and assists persons entering department; answers telephone and responds to inquiries and complaints; provides general information to public.
4. Prepares and maintains records according to established procedures; retrieves information from files.
5. Prepares variety of material from rough draft, recording or written or oral instruction; types correspondence, routine forms and related department documents; operates various office equipment in performance of duties.
6. Performs clerical activities; reviews documents for accuracy and completeness; assists public with completion of forms.
7. Demonstrates regular and predictable attendance.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends meetings, seminars and training sessions.
2. Performs other duties as required.

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MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment).

Knowledge of: bookkeeping; office practices and procedures; English grammar and spelling; organizational policies and procedures*; public relations; records preparation and management.

Skill in: data entry; word processing; typing.

Ability to: read, copy and record figures accurately; add, subtract, multiply and divide whole numbers; carry out simple instructions; sort items into categories according to established methods; recognize errors and make corrections; gather, collate and classify information about data, people or things; prepare routine correspondence; maintain records according to established procedures; communicate effectively.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)