

VILLAGE OF HAMPTON

POSITION DESCRIPTION DEPUTY/BILLING CLERK

STATUS: Hourly

DEPARTMENT: Administration

I. FUNCTION

The Deputy/Billing Clerk is responsible for performing clerical duties such as billing, permit fee collection, building permit fee applications and collections and other duties as assigned by the Village Clerk.

II. ORGANIZATIONAL RELATIONSHIPS

A. Responsible to the Village Clerk for successful performance of assigned duties.

III. SPECIFIC DUTIES AND RESPONSIBILITIES

A. In the absence of the Village Clerk, attends, records and composes Village Board meeting minutes.

B. Accepts and ensures the proper completion and collection of all permits and associated fees.

C. Responsible for composition and mailing of all bills due to the Village in a timely manner.

D. Responsible for filing all paid bills.

E. Other duties as assigned.

IV. METHODS OF ACCOUNTABILITY

A. Through various oral and written reports to the Village Clerk as required.

B. Through achievement of performance goals as set in annual evaluations.

V. STANDARDS OF PERFORMANCE

A. Individual Proficiencies

1. Clerical abilities demonstrated in a proficient manner when performing all duties as directed by the Village Clerk.
2. Knowledge of applicable software for the successful completion of duties.
3. Knowledge of SimpleCity Accounting, Excel and Word.
4. Maintaining interpersonal working relationship among all personnel.
5. Knowledge of applicable Village Ordinances and Village Billing Software systems.
6. Oral and written communication skills.

B. Job Performance

1. Accuracy in completing assigned duties, paperwork, and reports.
2. Ability to meet deadlines.

VI. MENTAL AND PHYSICAL REQUIREMENTS

- A. Ability to read and understand technical and simple instructions.
- B. Ability to analyze and interpret departmental needs and results.
- C. Ability to perform assigned duties under frequent time pressures in an interruptive environment.
- F. Schedule is determined by the Village Clerk in consultation with the Village President and Board of Trustees. This is a minimum 20 hour per week position.

VII. EDUCATIONAL, TRAINING, AND TECHNICAL REQUIREMENTS

- A. 6 months to One Year experience in clerical and billing functions in an administrative position is preferred.

B. Additional training as required by the Village Clerk.

VIII. WORKING ENVIRONMENT AND CONDITIONS

A. Office environment.

B. Some lifting may be required up to 30 pounds.

IX. EQUIPMENT

Telephone

Computer

Recording devices

Scanning Equipment

Printers

Copiers

Adding Machines

DAILY JOBS

- Post Payments
- Daily utility account maintenance.
- Building Permits - Log all building permits coming into the office.
- Refill any forms regularly used in files to ensure we do not run out.
- Balance drawer – log under “yard sale box tally”
- Check emails

MONTHLY JOBS

- End of each month upload meters into Neptune Handheld for Public Works. Instructions are in word under public drive “Water Sewer” “Water Billing Instructions”.
- Scan building and plumbing permits to Hampton Township.
- Bind bank paperwork with deposit slips, receipts and put away in file.
- File paid bills
- Review and update shut off list give to Clerk.
- As needed fill in for Clerk
- If there is a holiday make a notice and print out and put on door.

YEARLY JOBS

- Complete FOIA and OMA training.
- Make new bank statement file boxes for the upcoming fiscal year.

- Make new file box for utility billing for the upcoming fiscal year.
- Send out Video/Liquor License letters by May 15th, they expire on June 30th. If checks for Liquor Licenses have not been received by June 15th send out a 2nd notice letter. If a license has not been renewed by June 26th call the business. Then repeat beginning November 15th.
- May 1st is the start of new fiscal year.
 - Transfer paid bills to file tubs in storage room for the auditor.
- Prepare Village Yard Sale information, this means sending an email to the Dispatch/Argus requesting advertisement for the “Village Wide Yard Sales” First weekend in May and in October. Send email in April to:

Media Consultant/Columnist
The Dispatch • Rock Island Argus • Quad City Times
www.QCOnline.com / www.QCTimes.com
 1033 7th Street, Suite 101, East Moline, IL 61244
 (309) 757-4946 • sbrown@qconline.com
- Treasurer’s report needs to be done and filed by the end of October. File at Clerks Office and Treasures Office – Treasurer’s Report – Print in Newspaper – Wait for Certification of Publication – Then file at County.- Done by Clerk
- Watch for sewer bill to come in higher, call East Moline to verify rate. - Clerk
- Start sorting through files to prepare for destruction with Clerk