

**CITY OF NEWBERG  
POSITION DESCRIPTION**

Class Title: **Assistant Utility Billing Clerk**  
Department: Finance  
Date: June 17, 2013

Job Code Number: 117  
Division: Utility Billing  
Location: City Hall Building

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**GENERAL PURPOSE**

Assists Utility Clerk in performing routine clerical, accounting, and data processing work in the billing of utility and other public services; process incoming and outgoing mail for all departments; and other duties as assigned by the Finance Director.

**SUPERVISION RECEIVED:**

Works under the direct supervision of the Finance Director and the general supervision of the Assistant Finance Director.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Backup for the Utility Billing Clerk, including assisting with door hangers, shut-offs and data entry.

Assists in customer service with utilities at the counter and through the telephone.

Assists in maintaining daily cash balance and balancing cash on hand against receipts; assists in preparing and balancing deposits.

Assists with records management.

Assists in preparing periodic utility, financial, statistical or operational reports as assigned.

Processes and distributes all incoming and outgoing mail for the City departments.

Other duties as assigned by the supervisor.

## PERIPHERAL DUTIES

Provides accounting and clerical support to the Finance staff as needed.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

## DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and
- (B) Four (4) years of increasingly responsible related experience, or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
- (B) Skill in operating listed tools and equipment.
- (C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or with frequent interruptions.
- (D) Ability to meet deadlines.
- (E) High degree of dependability.

## TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; 10-key calculator, multi-line phone, base radio, printers, and network-connected copy machine with fax, scanner and printer capabilities.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, reference check and criminal history background check will be required. Job related tests may also be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date: June 17, 2013

Revision History: 10/12/05