

**Reserve Township
Clerk – Full Time Position**

JOB DESCRIPTION

WATER AND SEWER

1. Operating computer for water/sewer:

- Set up computer for quarterly meter reading
- Input meter readings
- Produce quarterly water bills and pack for mailings
- Open all water/sewer mail.
- Input receipts and run reports for deposit. Balance deposits
- Collections of past due water bills.
- Delinquent letters for water shut-offs to residents to be produced and given to the manager to be sign off.
- Delinquent reports, all other various reports and corrections when necessary.
- All duties for sale of properties including: No-lien letters, final water bills, dye test, occupancy permits.
- Submit all sales information to ALCOSAN, Republic Service, Girtyø Run.
- Any related water/sewer problems with customersøaccounts.

CLERICAL DUTIES

1. Answering telephone and taking care of callers needs. Also, counter duties: taking payments from customers, building permit/zoning hearing application, map sales, general information.
2. End of month detail: Balancing monthly all accounts related to utility collections.
3. General office work and any other duties assigned by the Township Manager.
4. Job share duties with the Administrative Assistant.

BASIC SKILL REQUIREMENTS OF RESERVE TOWNSHIP CLERK

1. Ability to multi-task and pay attention to detail in a busy office environment.
2. Ability to prioritize tasks.
3. Knowledge of Sensus Program
4. Knowledge of Diversified Utility Billing Program
5. Knowledge of Microsoft Access, Word and Excel
6. Knowledge of QuickBooks
7. Positive attitude and self-starter
8. Excellent verbal and written communication skills
9. Interact in a professional manner