

CALUMET CITY CLERK'S OFFICE



Thaddeus M. Jones

Mayor, City of Calumet City

Deston Dorchack

Personnel Director

Deanne Jaffrey

Chief of Staff & City Administrator

OPEN POSITION BILLING CLERK

CLASSIFICATION:

Non-Exempt

SALARY GRADE/LEVEL/RANGE:

Grade per Teamsters Local 700 Collective Bargaining Agreement (CBA)

REPORTS TO:

Chief of Staff, City Administrator

JOB SUMMARY:

Collection of delinquent utility accounts and processing water bill accounts. It requires extensive contact with the public and handling of various customer inquiries and complaints. The successful candidate must have a high level of competency in mathematical and keyboard skills and must have the ability to learn clerical aspects of the Water and City Clerk Departments.

APPLICANT QUALIFICATIONS

- Processing delinquent accounts
- Lien processing
- Preparation of bankruptcy documents
- Termination process
- Cash postings
- Billing procedures
- Input and data adjustments
- Collection and input of customer information
- Other duties as assigned

This job description should not be interpreted as all inclusive. It is only intended to identify the major responsibilities and requirements. This position will be required to perform other duties as determined by the Chief of Staff, City Administrator.

Anyone interested in the posting, please contact **Deston Dorchack** at ddorchack@calumetcity.org or **Deanne Jaffrey** at djaffrey@calumetcity.org.

ACKNOWLEDGEMENT OF DUTIES REQUIRED OF APPLICANT FOR POSTED JOB

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CALUMET CITY CLERK'S OFFICE

Employee's signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position: WATER BILLING CLERK

Name (Printed)

Signature

Date

Acknowledgement to be submitted to Personnel Department

This is an internal posting. Please do not disseminate information to outside applicants.