

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 WATER BILLING CLERK

JOB SUMMARY

This position is responsible for collecting delinquent utility accounts and processing water bill accounts as well as performing routine cashier and clerical functions related to the day-to-day functions of the City Clerk's office. Responsibilities include, but are not limited to, processing liens, preparing bankruptcy documents, handling cash, inputting data assisting customers and answering questions from the public with a professional demeanor, 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

- Exceptional communication skills, both verbal and written
- Proficient in computer, word processing and spreadsheet software and other standard office equipment
- Ability to manage a large and varied workload with changing and conflicting deadlines
- Proven organizational and time management skills and the ability to meet deadlines and handle time-sensitive matters
- Ability to produce quality work under fluctuating workloads with minimal supervision
- Ability to establish and maintain effective working relationships with other personnel and the general public
- Ability to work in a team environment and interact positively with a variety of people in different situations
- High School Diploma or equivalent required, Bachelor's degree preferred

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