

# Village of Put-in-Bay      Utilities Assistant Position, Part-Time

## Description of Position and Essential Job Functions

This position has primary responsibility for the Utilities Office billing operations. This position provides clerical and secretarial duties for water and wastewater billing, collection and support. These duties include clerical level accounting tasks, data entry, reviewing and verifying utility receipts and deposits, preparation of monthly utility billing, maintenance of filing systems, preparation of notices, letters and memoranda. This position works under the supervision of the Village Administrator. This position exercises some independent judgment, interpretation and analysis. Good customer skills are required to deal tactfully and courteously with customers and walk in office visitors. This position also serves as the receptionist for the Village Administrator and the general office and adheres to the established practice of discreetly maintaining client confidences and appropriately handling of sensitive material. Also performs other duties as assigned by the Village Administrator.

The duties of this position will be performed primarily indoors in a professional office setting. Reliable, in-person attendance is a must. The incumbent will be expected to work alone, around others and be respectful and positive with all interactions between coworkers and customers and be able to prioritize and handle multiple time demands and deadlines. Position uses Village's utility account software to maintain accurate customer accounts and uses Microsoft Office software especially Word and Excel.

## Required Skills and Abilities:

1. Highly proficient in Microsoft Suite Programs, including Word and Excel
2. Familiarity with CUSI Software preferred
3. Demonstrated communications and customer skills
4. Attention to detail and sound, timely organizational skills

## Other Requirements:

Applicant must be at least 18 years of age or older. Must be bondable. Must pass a pre-employment Drug/alcohol screening and criminal background check. Possession of a High School diploma, or equivalent, customer service experience and related clerical and office experience strongly preferred. This is an in-person position; remote work is not permitted. Work is to be completed Monday through Friday; schedule may be flexed within an established time frame with approval of the Village Administrator.

## Pay Range:

Pay range: \$15.00- \$25.00 per hour, prior experience considered. Employee will be a participant in Ohio Employee Retirement System (OPERS).

Please email resume to [villageadmin@villageofpib.com](mailto:villageadmin@villageofpib.com). Resumes accepted until February 22, 2024.

The Village of Put-in-Bay is an equal opportunity employer. All applicants will be considered for employment without consideration to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Reasonable accommodations to perform the essential job functions will be provided unless doing so would constitute an undue hardship.