



## CITY OF BUNNELL

<b>Job Title:</b>	UTILITY CLERK/CASHIER	<b>Job Category:</b>	
<b>Department/Group:</b>	Finance	<b>Job Code/ Req#:</b>	
<b>Location:</b>		<b>Travel Required:</b>	
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full Time
<b>HR Contact:</b>		<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> BunnellHR@bunnellcity.us Fax: 386-437-7503 <b>Attention:</b> HR Department		<b>Mail:</b> Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
<b>Job Description</b>			
<p><b>Job Purpose:</b></p> <p>This position has primary responsibility for receiving and recording receipts, performing secretarial duties and providing quality customer service.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Receives receipts and maintains daily record of payments for utility bills, meter deposits and related charges</li> <li>• Creates new utility accounts and turn on/off requests for commercial and residential customers</li> <li>• Resolves utility customer complaints.</li> <li>• Maintains files of all assigned functional areas insuring proper State records retention requirements are met.</li> <li>• Receives, opens and sorts department mail, processing payments and routing other communication to proper persons</li> <li>• Answers telephone and greets office visitors, determines nature of call, answers questions and/or directs caller to appropriate person or department</li> <li>• Handles facility rental applications, receipts rental revenue, and maintains calendars for City Hall, Community Center, and City Parks</li> <li>• Occasionally performs secretarial duties, such as typing, mailing, and maintaining department files</li> <li>• Performs other duties as assigned</li> </ul> <p><b>Skills/Qualifications:</b></p> <p>High school diploma or General Educational Development (GED) with computer and accounting experience necessary to successfully perform this job.</p>			



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### Working Conditions:

- Work is generally performed while sitting, in an office environment, with a computer and telephone.
- Some lifting of forms and small equipment is required.

### QUALIFICATIONS REQUIRED

- High school diploma or General Educational Development (GED) with computer and accounting experience necessary to successfully perform this job.

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	