



VILLAGE OF HOBART – UTILITY CLERK

JOB SUMMARY

The role of this position provides the vital function of clerical and accounting work for the Village of Hobart Utility Department. This position performs a variety of duties related to utility billing, utility records, and well operation, along with administrative support services for the Village of Hobart. The role requires a high level of confidentiality, initiative, independent judgment, and attention to detail. Duties are conducted under the general supervision of the Public Works Director.

REPORTS TO: Public Works Director

PRINCIPAL DUTIES AND RESPONSIBILITIES

NOTE: The job duties listed herein are intended only as an illustration of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment for the position.

1. Assist the public in a professional manner at all times.
2. Maintain detailed and accurate records of water, sewer and stormwater utilities including customer and meter records for billing operations.
3. Create, maintain and complete permit forms for water and sewer utilities, and well operations.
4. Prepare and mail quarterly utility bills and past due notices.
5. Complete data entry related to utility records.
6. Assist the Public Works Director in the preparation of annual budgets and reports for the water, sanitary sewer, and storm water funds.
7. Assist the Public Works Director in creating and distributing the Consumer Confidence Report, Cross Connection Report, and other annual reporting as required.
8. Assist the Treasurer with accounting functions related to the water, sanitary sewer, storm water and special project funds such as accounts payable, accounts receivable, general ledger, balance statements, and other functions as necessary for Village management.
9. Assist the Village Clerk as directed by the Village Administrator or Public Works Director.
10. Maintain Village records via scanning, indexing, and filing documents in compliance with Public Service Commission regulations, FOIA, Wisconsin State Law, and the Village of Hobart Municipal Code.
11. Perform other duties as required by law, ordinance or the lawful direction of the village board or village administrator.

12. Attend required training and otherwise keep up to date with current laws and administrative procedures related to matters pertaining to Village and utility operations.
 13. Maintain strict confidentiality as required by the Village.
 14. Other duties as assigned.
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EMPLOYEE DESCRIPTION AND EXPECTATIONS

Equipment Used: Computer, various software applications, calculator, phone, copier/printer, postage machine, etc.

Work Environment and Working Conditions:

1. Work in a normal office setting with moderate noise levels.
2. Hours beyond regular office hours may be required, including evenings.
3. Maintain a professional appearance and attire.
4. Prolonged sitting, frequent bending, stooping or stretching, lifting up to 50 pounds, good eye-hand coordination and manual dexterity.

In performing the duties of this job, the employee is required to accomplish all the tasks routinely associated with the performance of office-type functions. In addition, the employee must be able to satisfy the following requirements.

General Competencies:

1. Analytical Skills: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
1. Communication Skills: Communicate effectively to establish and maintain effective working relationships with the Village Board, Department Heads, Employees, other Governmental Agencies, and the public in written and oral form.
2. Problem Solving Skills: Develop feasible, realistic solutions to problems and recommend actions designed to prevent problems from occurring.
3. Organizational Skills: Ability to prioritize work to meet deadlines, work independently, and handle interruptions while maintaining attention to detail.

Knowledge of:

1. Current principles and practices of municipal administration and ability to keep abreast of future developments in the field.
2. Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
3. Public Service Commission requirements and procedures.
4. Data processing applications and basic computer skills.
5. Modern office practices, technology and procedures.
6. Local government and municipal services preferred.

Minimum Qualifications:

1. A citizen of the United States.
2. At least 18 years of age or older.
3. A high school diploma or GED.

4. Proficient in speaking and writing in English language, proficient in other languages preferred but not required.
5. Able to operate a computer and use computer software, including applications and programs.
6. Able to operate a telephone.
7. Able to use a cash register and count money.
8. Able to operate a multifunctional copy machine.
9. Able to work in a confidential environment.
10. Valid driver's license, or ability to obtain one.

Desired Qualifications:

1. Prior experience in local government and municipal services preferred.
2. College business courses or training which provide the required knowledge and skills.
3. Job related experience may be substituted for post high school education.

NOTE: The work environment, characteristics, and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.