



Notice of City Employment

Applications with resumes accepted from February 19th, 2019 to February 22nd, 2019

Position: Assistant Water Clerk-Utilities Department

Work Hours: 9am-1pm Monday through Friday (May be assigned variable and additional hours in cases of emergency, sickness and vacation)

Salary: \$10.00hr

Applications can be picked up at City Hall or downloaded from the City's Webpage at Sesser.org. Please be advised that a resume must accompany the application for consideration for this position.

Duties:

- Responsible for maintenance of all records associated with the operation of the utilities department as required by ordinances of the City of Sesser and all other agencies of vested interest. (State/Federal, etc.)
- Prepare, tabulate and disseminate fees (water, sewer and garbage) for all the City of Sesser utility customers. These actions shall be completed as established by city ordinances.
- Responsible for the correct billing and distribution of utility funds to all non-city entities or city accounts associated with the operation of the utilities department and to maintain a current record of all transactions.
- Document all monetary transactions relating to the operation of the utilities department and complete all required reports relating to the utilities department as required by the City of Sesser, State of Illinois and the United States Government.
- Shall be responsible for carrying out procedures related to collection of fees for the utility department.
- Shall be responsible for ordering and maintaining supplies needed to carry out the assigned duties of the utilities department.
- Shall perform other duties as assigned by the Utilities Superintendent, Lead Secretary (Water Clerk) and the Mayor.

Minimum job desired:

- 2 years of college in Office Management or related field or equivalent work experience in an office setting.
- Good Public Relations Skills
- Knowledge and experience with computers including but not limited to Microsoft Office.