

VILLAGE OF RAWSON
419-963-2760
RAWSONVILLAGE.ORG

JOB TITLE:

Clerk for the Board of Public Affairs

SUPERVISOR:

Trustees of the Board of Public Affairs

JOB RESPONSIBILITIES:

The Clerk for the Board of Public Affairs performs administrative duties, clerical accounting, bill processing, and customer service duties. Attends all Board of Public Affairs meetings and keeps an accurate record of all proceedings.

DUTIES & RESPONSIBILITIES INCLUDE:

- Provides customer assistance to the public concerning questions with utility billings, takes and processes applications for new utility services, transfers and discontinuances.
- Performs balancing of credits, deposits, payment reversals, adjustments and other miscellaneous charges.
- Processing of new customer applications and deposit requirements where applicable.
- Create, maintain, and update records for all customer accounts.
- Process credit balance and deposit refunds as applicable.
- Ensure timely distribution of delinquent or disconnect notices, as applicable.
- Deals effectively and courteously with fellow employees and the general public.
- Publishes notices of regular and special Board of Public Affairs meetings to its members and the public.
- Performs other tasks as may be assigned.

QUALIFICATIONS:

Knowledge of:

- Federal, State and local regulations and standards related to the work.
- Safe work methods
- Record keeping principles and procedures

- Modern office practices, methods, and computer equipment and applications related to the work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Village Staff.

Ability to:

- Collect, analyze and interpret data.
- Prepare and maintain accurate logs, records, basic written reports, and other documents.
- Understand and follow oral and written instructions.
- Ability to identify and evaluate problem areas related to work.
- Develop and maintain effective working relationships with associates, elected officials and the general public.
- Able to prioritize workload.
- Able to work with personal computers and have a working knowledge of standard office practices and procedures, ability to operate computers, copiers, FAX machines, etc.
- Use of 10-key calculator and computer keyboard with work in data entry software modules.

Education and Experience

- High School Diploma or equivalent, minimum two or more years' experience/training in customer service and data entry and/or related business area.

Licenses

- Valid State of Ohio Drivers License or State of Ohio ID.
- Must qualify for and remain insurable under the Village of Rawson bond policy.

Pay Range - \$350.00 to \$400.00 per month.

Applications are available online at rawsonvillage.org/government/employment opportunities. You may also request an application from the Fiscal Officer or current Clerk of the Board of Public Affairs. Send your applications to fiscalofficer@rawsonvillage.org or mail to Village of Rawson, P.O. Box 525, Rawson, Ohio, 45881