



Town of Bronson

P.O. Box 266: 650 Oak Street

Bronson, Fl 32621

(Phone) 352-486-2354

(Fax) 352-486-6262

Title: Part-time Utility Billing Clerk.

Department: Public Works

Pay Rate: \$10 per hour

Hours: The hours are flexible: The ideal candidate must be able to work 4 days a week, Monday-Thursday, 20-30 hours per week between the hours of 8:00 a.m. and 5:00 p.m.

Application deadline: December 14, 2018

Applications may be picked up and/or dropped off at the Town of Bronson, Town Hall 650 Oak Street Bronson, FL 32621. If you have any questions or concerns please contact Shirley Miller at the Town of Bronson at 352-486-2354, Mon-Thurs 8:00 am – 5:00 pm.

General Description:

Deals with the public in person and via telephone, answering inquires, handling utility complaints and providing general information concerning the Town. Receives cash and deposits for utilities, Bronson park & rec registrations, building and zoning, etc.

Job Functions:

- Answers phone and routes calls to the appropriate department
- Performs cashier and customer service duties in a pleasant and courteous manner
- Receives payments in person, via phone, and mail
- Maintains utility accounts (new, changes, and finals)
- Processes new utility applications and deposits
- Helps resolve utility billing issues and complaints
- Processes service work orders for customers to verify readings, leaks, etc.
- Maintains monthly work order reports for the department Director
- Inputs various data into the computer using Microsoft word and excel
- Balances cash drawer according to procedures and prepares daily closeout reports
- Prints and prepares bulk mailing of monthly utility bills
- Handles any miscellaneous administrative functions needed by department Director
- Prints and prepares bulk mailing of monthly utility bills

- Participates in special events and/or BPR concessions as needed

Qualifications: High school diploma or GED equivalent. Some clerical or office experience is preferred. The ideal candidate will have some working knowledge of Microsoft Excel, Word and the ability learn very quickly under the direct supervision of the Public Works Director. Must have the ability to operate office machines: telephone, fax, copier, printer, and desktop computer.

Physical Requirements: 90% inside climate-controlled building and 10% outside. The essential functions of the job require: sitting and/or standing 5-6 hours per day, repetitive motion, fine manipulations, grasping, and light lifting/carrying of items weighing up to 15 pounds. On occasion, the work requires: bending/stooping, kneeling, pulling pushing, reaching and moderate to heavy lifting/carrying objects weighing up to 45 pounds.

Sensory Requirements: Hearing: ability to understand what others are saying in normal conversation in person, on the telephone, and in meetings. Speaking: ability to communicate orally with others in person and on the telephone.

This position has a 90-day probationary period and offers no benefits.