

# City of Gering Job Posting Notice

Job Title: Utility Clerk II

Department: Administration

Grade Level: Grade 8  
\$12.75-\$16.57

Posting Period: November 4- November 23, 2016 (open until filled)

Application Deadline: 4:30 p.m., November 23, 2016 at the Gering City Administration Office, 1025 P Street, Gering, Nebraska.

Job Description: Attached

Advertised: [www.gering.org](http://www.gering.org)  
Star-Herald  
Gering Courier  
Gering Citizen



# CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date \_\_\_\_\_

Street Address (physical and mailing) \_\_\_\_\_ Home Telephone: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cellular Telephone: \_\_\_\_\_

Have you ever applied for employment with us? \_\_\_\_\_  
 No Yes If yes, date: \_\_\_\_\_ Date Available to Begin Work: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Pay Expected: \_\_\_\_\_

Apart from absence for religious observance, what hours are you available?  
 Full-Time  Seasonal  Part-Time  Overtime (if requested)  
 Are you legally eligible for employment in the United States? Yes No

Have you ever been bonded?  No  Yes

Membership in professional and civic organizations (Exclude those that may disclose your race, color, religion, age, or national origin.  
 Other special training or skills (languages, machine operations, etc.), special accomplishments or awards

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/Technical						
College						
Graduate						

MILITARY Did you serve in the U.S. Armed Forces?  Yes  No If "Yes", in what Branch? \_\_\_\_\_

Describe any training received relevant to the position for which you are applying:

References we may contact:

_____ Name	_____ Years known	_____ Telephone	_____ Business
_____ Name	_____ Years known	_____ Telephone	_____ Business
_____ Name	_____ Years known	_____ Telephone	_____ Business

**EMPLOYMENT** Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
	To: _____
Reason for Leaving: _____	

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do Not Contact: Employer: \_\_\_\_\_  
Reason: \_\_\_\_\_

Please read and understand this statement before signing your application:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return to City of Gering Administration Offices, 1025 P Street, Gering, NE 69341

Fax: 308-436-6899

## POSITION DESCRIPTION

Class Title:	<b>Utility Clerk II</b>	Grade Number: 8
Department:	Office	Date: September, 2011
Status:	Non-Exempt	Safety Sensitive: No

### **GENERAL PURPOSE**

Performs routine clerical and data processing work in the collecting of utility payments and other public services.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Utility Office Coordinator and the general supervision of the City Treasurer/Finance Director.

### **SUPERVISION EXERCISED**

Generally none. May supervise part-time or temporary staff as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Enters information into computer or computes amount due.

Collects utility payments, special improvement district payments, and other payments made to the City.

Posts transactions to accounting records such as work sheet, ledger, or computer files.

Processes work orders for utility disconnections, reconnections, new orders, and other public works service requests.

Maintains current customer account files; assists in reconciling utility billing activity with the general ledger.

Receives telephone calls and citizen visits concerning utility billings or services; handles questions and matters of a more technical nature; responds to citizens complaints.

Pursues collection of delinquent utility accounts, including preparation and mailing of final notices, shut-offs and turn-on orders.

Performs back-up duties for the Utility Office Coordinator and Utility Clerk I in their absence.

Responsible for filing various department documents.

## **PERIPHERAL DUTIES**

Serves as a member of various employee committees.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) Graduation from an high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing
- (B) Any equivalent combination of education and experience, with additional experience substituting for the required college level training or a year for year basis.

### **Necessary Knowledge, Skills and Abilities:**

- (A) Working knowledge of computers and electronic data processing including correct input of data into electronic system;
- (B) Working knowledge of modern office practices and procedures;
- (C) Skills in operating listed tools and equipment.
- (D) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

## **SPECIAL REQUIREMENTS**

None.

## **TOOLS AND EQUIPMENT USED**

Personal computer, central billing system terminal, central financial computer, 10-key calculator, phone, base radio, fax and copy machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various 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 to the position.

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.