

Competitive

BILLING CLERK

(Adopted: May 16, 1991)

(Revised: June 10, 1991)

DISTINGUISHING FEATURES OF THE CLASS: This position involves the rapid calculation and the preparation of consumers' accounts and the maintenance of related financial records through the use of specialized office machines and computers. While an understanding of basic bookkeeping practices is necessary, the most important element in the work is the ability to operate speedily on a computer. An employee works under general supervision and follows prescribed methods and procedures in carrying out the details of the work, with limited leeway allowed in individual cases of normal difficulty to make decisions requiring a different operating procedure. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares consumers' bills on a computer on the basis of information secured from meter reading books;

Posts meter charges and payment to individual accounts;

Checks tax bills against tapes or computer sheets as a control for correct amount recorded;

Prepares payrolls;

Balances accounts receivable ledgers;

Prepares summaries and recapitulations of work performed;

Performs routine clerical and typing work relating to above duties;

Occasionally operates other standard office machines;

Operates a computer in compiling and processing data for a variety of financial records, vouchers, billings, warrants, checks and related reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the theory and practices of operating a computer; working knowledge of office terminology, procedures and equipment; demonstrated ability to operate a computer; ability to type; ability to follow oral and written directions; clerical aptitude; neatness; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in typing and six (6) months of clerical experience which shall have involved the operation of a computer.