

City of Muskego
Public Works & Development Department
Account Clerk

City Posting:

Account Clerk, City of Muskego, WI (pop. 24,534). Full-time position of 40 hours per week, 8:00p.m. – 4:30 pm. Hourly rate \$17.17 - \$21.48 + benefits. Desire 3 to 5 years minimum of clerical and bookkeeping experience in a municipal setting. Proficiency with PC software (including excel, pdf and word documents) preferred. Send resume & application (available on Web site: www.cityofmuskego.org) to Finance & Administration Director, W182 S8200 Racine Ave., P.O. Box 749, Muskego, WI 53150 or electronically to smueller@cityofmuskego.org . Position open until filled. (262/679-5622)

**City of Muskego
Position Description**

Name:	Vacant	Department:	Public Works and Development
Position Title:	Account Clerk	FLSA:	N
Date:	March 2017	Reports To:	Public Works & Development Director

Purpose of Position

The purpose of this position is to perform clerical tasks and provide administrative assistance to the Public Works and Development Department with an emphasis on Building and Engineering services. In conjunction with the Finance and Administration Department, the position will also serve as backup for services such as cash receipting, accounts payable and receivable, utility billing and the election process. The work is performed under the direction of the Public Works and Development Director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Creates, processes and reviews all building and engineering service permits, forms and applications, prepares monthly reports and scans relative documents utilizing various software programs.

Assists with bidding procedures.

Creates, maintains and updates contractor files.

Verifies invoices for accuracy, codes to appropriate accounts and submits vouchers to Director for approval.

Tracks Fire Department reviews and fees.

Professionally greets, screens and directs calls and visitors; provides information and assistance or refers to appropriate person or agency; takes and relays messages; and schedules meetings and appointments.

Responsible for Public Works and Landfill Committee meeting administrative tasks including gathering materials; preparing agendas and notices for distribution; setup of exhibits and equipment; and recording and transcribing meeting minutes. Prepares Plan Commission, Parks and Conservation Boards, Community Development Authority and Board of Appeals agendas and meeting notices in the absence of the Planning Services Administrative Assistant.

Prepares and distributes citation reports to Court Clerk and City Attorney.

Requires cross knowledge with tasks assigned to the Planning Services Administrative Assistant, Utility Account Clerk and Finance & Administration Department clerical staff including, but not limited to, utility billing, cash collection, accounts payable/receivable processing and election related functions.

Updates Department information on City website.

Assembles house numbers.

Orders Department forms and office supplies.

Account Clerk

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other staff.

Photocopies, faxes, scans and emails documents and other materials.

Distributes in-coming mail, and prepares outgoing mail. Prepares mailings and affidavits.

Works on special projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent; vocational/technical training in clerical, bookkeeping and computer software programs; minimum three years of clerical and bookkeeping experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards; compare, count, differentiates, measure, assemble, copy and record data and information; and classify, compute and tabulate data.

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information, such as billing statements and invoices, architectural drawings, plans, plats, maps, subdivision reports, ledgers, hearing notices, meeting agendas/notices/minutes, regulations, blueprints, lists, schedules, spreadsheets, computer software programs, letters of credit, non-routine correspondence, and general operating manuals.

Ability to communicate orally and in writing with customers, bank personnel and City personnel.

Ability to establish and maintain effective working relationships with City employees, elected officials and the general public required.

Mathematical Ability

Ability to add and subtract, multiply and divide; calculate percentages, fractions, and decimals and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Proficient in exercising the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria and pre-defined.

Ability to meet deadlines and prioritize work on a daily basis with minimal supervision required.

Skilled in maintaining a high level of accuracy and detail while working under time constraints.

Account Clerk

Personal Attributes

Possess complete personal and professional integrity, honesty and sense of professional ethics.

Ability to maintain confidentiality.

Demonstrates record of good attendance.

Physical Requirements

Ability to operate a variety of office equipment including computers, phone, fax machine, mail machine, calculator/adding machine and copier.

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, forms and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard uses poses a risk of injury.

The City of Muskego is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date