



## LEHI CITY POSITION OPENING Customer Service Clerk 1

**CLOSING DATE:** May 27, 2014

**SALARY RANGE:** \$12.94-15.21/hour, depending on qualifications

**OPEN POSITIONS:** 1

**STATUS:** Full-time with Benefits

**DEPARTMENT:** Finance/Utility Billing

**JOB SUMMARY:** Performs a variety of working level, routine and complex clerical duties as needed to expedite the billing, collection and processing of utility and general revenue account transactions; collects receipts and posts payments for utility billings, licenses, fines, fees, tickets and related city services; responds to issues, questions and problems posed by customers, in person and over the telephone; generates various computer reports, and balances (before and after billing).

**MINIMUM REQUIREMENTS:** Graduation from high school plus two years of responsible experience related to above duties or an equivalent combination of education or experience; Working knowledge of general office practices; utility billing and collection procedures and processes; operation of computer terminal in utilizing various software programs; basic mathematics and accounting; Ability to communicate effectively, verbally and in writing; maintain strict confidentiality related to sensitive administrative information; operate personal computer to produce or compose formal documents, reports and records; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.

**TO APPLY:** Each applicant is required to turn in a Lehi City application to Human Resources, by hard copy to 153 N 100 E, Lehi, Utah or electronically to [apply@lehi-ut.gov](mailto:apply@lehi-ut.gov).

**NOTE:** Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801-768-7100, ext. 2265. For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at [www.lehi-ut.gov](http://www.lehi-ut.gov) Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.