



## LEHI CITY POSITION OPENING Utility Billing Clerk 2

**CLOSING DATE:** February 23, 2016, 5:00 PM

**OPENINGS:** 1

**STARTING WAGE:** \$13.86-18.72/hour (Grade 9), with starting pay up to \$15.07/hour, DOQ

**STATUS:** Full-time with Benefits (Medical, Dental, Vision, Life, Retirement, Paid Leave, Gym Pass, etc)

**DEPARTMENT:** Finance/Utility Billing

**WORK SCHEDULE:** 7:00 AM-6:00 PM, Mon-Thurs

**JOB SUMMARY:** Performs a variety of **full performance level, routine and complex clerical** duties as needed to expedite the billing, collection and processing of utility fees. creates meter reading files for electric and water utilities, operates computer to create, update and maintain changes in utility accounts, follows established procedures for tracking and documenting new home and commercial building reports, generates various computer reports, and balances (before and after 2 monthly billing cycles).

**MINIMUM REQUIREMENTS:** Graduation from high school plus four (4) years of responsible experience related to above duties or an equivalent combination of education or experience; Considerable 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, a separate resume, and copies of applicable certifications 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). Only applications from candidates that meet the above requirements and qualifications will be accepted and considered. Preference may be given to current Lehi City employees.

**NOTE:** Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 385-201-2265. 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.