

VILLAGE OF COLLEGE CORNER

OFFICE ASSISTANT

Responsibilities

1. Assist Fiscal Officer by:
 - a. Adding, removing, and changing customer data and information relative to the Customer Information System (CIS).
 - b. Recording usage of customers into the utility billing system.
 - c. Billing accounts for water and sewer on the required billing cycle basis.
 - d. Collecting all rents for water and sewer and applying correctly to the individual accounts.
 - e. Assessing late fees on all delinquent payments and rebilling delinquent accounts on timeframes set forth.
 - f. Handling disputes regarding amounts past due and presenting them to the Village Administrator for resolution.
 - g. Preparing letters to certify delinquent accounts to the County Auditor as needed.
 - h. Presenting all credits given to the Village Administrator for approval.
 - i. Depositing all rents in the Village of College Corner bank account on a regular basis.
 - j. Processing monthly totals report and giving to Fiscal Officer at the end of each month.
 - k. Reconciling deposits to bank statement on a monthly basis.
2. Other duties as assigned by supervisor.

Pay Levels

Start – Individual must have a high school diploma or equivalent.

Level I – Individual performs all duties relating of general office functions.

Level II – Individual performs all duties relating to customer information system.

Top – Individual performs all duties and requirements associated with the position.

Physical and Mental Requirements

Must have sufficient physical health to perform the essential functions, duties, and responsibilities of the job. Must be able to address work situations that; involve frequent changes of tasks using different techniques, procedures, or degrees of attentiveness without loss of efficiency or composure; involve adhering to and achieving exact levels of performance, using precision measuring instruments, tools, and machines to attain precise dimensions; require preparing exact verbal and numerical records; require complying with precise instruments and specifications for materials, methods, procedures, and techniques to attain specified standards; require interpersonal relationships in a job setting beyond giving and receiving work instructions. Must have acute consciousness of safety and positive attitude toward accident prevention and meet the safety equipment limitations of all tools and safety equipment required for this position.

Essential Job Functions

1. Strength – Sedentary Work. Lifting, carrying, pushing, pulling 10 pounds occasionally. Mostly sitting, may involve standing or walking for brief periods of time.
2. Stooping – Occasionally. Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.
3. Crouching – Occasionally – Bending body downward and forward by bending legs and spine.
4. Reaching – Frequently. Extending hand(s) or arm(s) in any direction.
5. Handling – Frequently. Seizing, holding, grasping, turning or otherwise working with hand(s). Fingers are involved only to the extent that they are an extension of the hand, such as to turn switch or shift automobile gears.
6. Fingering – Frequently. Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand(s) or arm(s) as in handling.
7. Talking – Frequently. Expressing or exchanging ideas by means of the spoken word to impart oral information to customers or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
8. Hearing – Frequently. Perceiving the nature of sounds by ear.
9. Near Acuity – Frequently. Clarity of vision at 20 inches or less.

Education Requirements

Basic knowledge of language arts, math, and social sciences, plus specific vocational preparation to learn the techniques, acquire the information, and develop the facility needed for average performance in a specific job.

Work Environment

Work is generally completed inside office facility, whether at the Village or at home.

Electronic and/or Motorized Equipment to be used

Telephone, personal computer, printer, calculator, telefax machine, copy and scanner machine and postage equipment.