

BILLING SPECIALIST / DEPUTY CLERK OF THE BOARD

DEFINITION:

Under general supervision, perform a variety of office, fiscal, administrative support and receptionist assignments; perform administrative, staff, and office management duties; perform difficult, complex and specialized office support, information gathering, information preparation, billing, payroll and public relations assignments; assist with the preparation of the annual District budget; prepare complex administrative and financial reports; provide technical and responsible administrative staff assistance; perform technical personnel and administrative work assignments; perform a variety of purchasing functions to coordinate fiscal information system with the District /State/Federal agencies; ; performs duties of the Clerk of the Board in their absence; and do related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a first-level single-position of Billing Specialist/Deputy Clerk of the Board. Incumbents provide a variety of administrative, staff and office management support of the District. Incumbents have responsibility for the fiscal management, payroll, building and equipment maintenance, and inventory control. Responsibilities also include overseeing, and performing a variety of administrative and staff management functions. They report directly to the Office Manager/Clerk of the Board and/or the General Manager. Successful performance of responsibilities requires detailed knowledge of the operations and policies of the District.

The assignments and responsibilities of Billing Specialist/Deputy Clerk of the Board and Office Manager/Clerk of the Board are very similar. The main difference is that the classification of Billing Specialist/Deputy Clerk of the Board is a non-supervisory position that exercises limited independent judgment or control over their duties and functions of the position. Positions are allocated based upon the scope of delegated responsibilities, the scope of operations of the District in which a position is assigned, the scope of lead and supervisory responsibilities delegated to a position, and the number of staff members supervised.

REPORTS TO:

Receives general supervision from Office Manager/Clerk of the Board and/or General Manager.

CLASSIFICATIONS SUPERVISED:

This is not a supervisory class. However, incumbents may provide lead direction and work coordination for District Secretary.

EXAMPLES OF IMPORTANT AND ESSENTIAL JOB DUTIES: (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of basic office administrative duties to support departmental operations, including word processing, data entry and organization, telephone and counter reception, record-keeping, preparing records, filing, and maintaining office and related supplies.
- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Prepares, copies, collates, and distributes a variety of documents; ensures proper filing of copies in departmental or central files.
- Prepares, copies, collates, and distributes a variety of documents in support of the District Board of Directors.
- Accurately and efficiently record, transcribe and edit Board material and minutes.
- Screens calls, visitors, and incoming mail; assists public at front counter and directs public to appropriate locations and/or staff; responds to complaints and requests for information; assists in applying department policies and procedures in response to inquiries and complaints from the public.
- Types, formats and proofreads a variety of routine reports, letters, documents, flyers, brochures, and memoranda; checks drafts for punctuation, spelling, and grammar; suggests corrections.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Distribute service work orders.
- Receive and post payments; prepares billing statements; processes receivables and payables; performs general ledger tasks.
- Performs payroll duties.
- Compiles information and data for reports and submits to requestor; assembles reports, manuals, articles, announcements, and other informational materials;
- Maintains and updates departmental record systems; retrieves information from computer systems and databases as required.
- Gathers, assembles, updates, and distributes a variety of department of District specific information, forms, records, and data as requested.
- Receives, and posts payments; prepares billing statements; processes receivables and payables; performs general ledger tasks; performs additional accounting tasks.
- Monitors office and other related supplies, assists in preparing processing, and tracking purchase requisitions for services and materials.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized and timely manner.
- Performs other duties as assigned.

DESIREABLE QUALIFICATIONS.

Knowledge of:

- Departmental practices and procedures and applicable District policies.
- Basic principles and practices of data collection and report generation/assembly.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, accountings, social media communication, internet searches, specialized accounting software and spreadsheet applications.
- Methods and techniques of entering data into multiple systems.
- Principles of business letter writing.
- Principles of record-keeping.
- Basic arithmetic.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Respond to an effectively prioritize multiple phone calls and other requests for service.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Generate correspondence with detailed instructions.
- Maintain records and databases.
- Make accurate arithmetic computations.
- Perform clerical support work with accuracy, speed, and minimal supervision.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationship with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade. (High School Diploma or GED)
- At least two (2) years of previous administrative, office, and general support work experience comparable to that of a District Secretary with Indian Valley Community Services District.

- At least one (1) year of informal PERS reporting experience. Formal training preferred.
- Brown Act Training Certification (obtained within six (6) months of hire).
- A valid Class "C" California Driver's license and driving record acceptable to the District's insurance provider.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PROBATIONARY PERIOD:

Successful applicant shall have a one (1) year probationary period.

WAGES/BENEFITS:

Pay scale and benefits are under the most current, approved MOU.

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