

Public Utilities Coordinator/Billing Clerk:

Main Duties as Billing Clerk:

- Preparing utility bills, entering payments and depositing those payments at the bank.
- Taking payments by phone and in person, answering general questions, troubleshooting and researching any customer issues that arise
- Generate and file reports
- Timing is key. Bills are due on the 20th and the new bills need to be created by month end.
- Assisting in the office with general duties and office support (answering phone, checking mail and email, ordering supplies, etc.)

Main Duties as Public Utilities Commission Coordinator:

- Serve as secretary to the Public Utilities Commission
- Prepare agendas, commission packets and minutes from meetings
- Attend regular, special and public meetings for the Public Utilities Commission and prepare any necessary documents needed.
- Regular scheduled meetings are held the second Tuesday of the month at 6:00 PM.

Main Duties Participating with After-Hours On-call Rotation:

- Assist in after-hours on-call rotation to assist with the SCADA system.
- Trouble shoot alarms and take necessary action to contact appropriate resources to resolve system problems.
- There are currently 3 other participants in the pager rotation, each providing coverage for the week. A typical on-call week begins Monday at 3:00 PM ending the following Monday morning at 7:00 AM. Each week is approximately 128 hours at \$5.00/hour (or \$640.00 for the week).

Main Duties as Deputy Clerk/Treasurer:

- Serve in the absence of the Clerk/Treasurer with such duties as attending Town Board meetings, signing checks, processing payroll and paying claims.
- Assist Clerk/Treasurer when needed
- Attending the Township Annual Meeting (2nd Tuesday in March)
- Assist with all state and local elections held at the Town.

This position, while the hours do not qualify for health or dental benefits, the employer does offer PERA, life insurance, retirement health savings plan match of 3.5%, deferred compensation match of 3%, paid holidays, pro-rated benefits such as sick leave and vacation and Union eligibility.