

Office Assistant - Billing - The City of Bryant is accepting applications for an Office Assistant - Billing in the City Water Office. Starting wage is \$9.50 - \$11.87 pr hr. depending on experience. Applications may be completed or the job description can be viewed on line at www.cityofbryant.org or picked up at the Personnel Director's office at 210 S.W. 3rd , Bryant, AR 72022. Applications must be turned in by 5:00 p.m. March 25, 2010 (no resumes accepted). EOE.

**City of Bryant - 2010
Office Assistant - Billing
Job Description**

Exempt: No Department: Water & Wastewater
Date Prepared: 10/17/08 Reports To: Accounting Supervisor
Date Revised: 09/28/09 Location: 210 SW 3rd Street

GENERAL DESCRIPTION OF POSITION

Compiles and maintains records of business transactions and office activities of Water & Wastewater Department. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Copies data and compiles records and reports.
2. Post utility payments as needed.
3. Collect walk-in utility payments for the Water Department as needed.
4. Prepares for monthly billing and calculates utility bills.
5. Prepares and enters meter readings, account transfers and work order information.
6. Operates computer terminal to input and retrieve data.
7. Operated office machines such as typewriters, adding, calculating, and duplicating machines.
8. Opens and routes incoming mail, answers correspondence, and prepares outgoing mail as needed.
9. Greets and assists visitors in water deposits, etc.
10. Prepare, run and print a variety of reports.
11. Enter new accounts and final out account of customers.
12. File correspondence and other departmental records.
13. Ability to work overtime.
14. Ability to interact with team members.
15. Regular and punctual attendance.
16. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; e.g. data

processing, clerical/administrative, equipment operation, etc, plus 0 to 6 months related experience or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-

initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arkansas drivers license or valid drivers license recognized by the state of Arkansas.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: 10-Key, Alphanumeric Data Entry, Contact Management, Database

Basic: Accounting, Spreadsheet, Word Processing/Typing

ADDITIONAL INFORMATION

Working knowledge of computers and other office equipment.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; frequently required to reach with hands and arms; and occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts. The noise level in the work environment is usually moderate.

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