



## **Job Announcement**

**March 7, 2019**

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The City of Live Oak is currently accepting applications for the position described below.

The City of Live Oak is an Equal Opportunity/Affirmative Action employer.

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### **Job Title:**

Utility Billing Clerk

### **Brief Description:**

The purpose of this position is to ensure accurate invoicing and billing to residents and businesses for utility services rendered by the department. This is accomplished by ensuring meter readings are accurate, keeping monthly reports of water usage and other utilities, printing bills, mailing out invoices, and posting payments. Other duties include assisting customers with questions and concerns, completing forms and processing service orders, and completing routine administrative tasks.

### **Essential Functions:**

Prepares and processes utility bills by initiating service requests; entering meter read; printing bills; setting up new accounts for customers; issuing cut-off lists for customers; processing payments; maintaining accounts for related city services; providing customer service; preparing late notices; preparing monthly reports; and making adjustments to billing.

Provides administrative support by answering the telephone; screening calls and visitors; shredding confidential paperwork; filing old paperwork and forms; preparing reports for various departments; scheduling and logging reservations for rentals; and filling out necessary forms and paperwork for rentals.

### **Required Experience and Training:**

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency. Under and including one year experience.

### **Required Certificates and Licenses:**

Valid Driver's License.

*\* This job description does not take into account potential reasonable accommodations for the purpose of compliance with the Americans with Disabilities Act (ADA).*

**Starting Salary:**

\$27,609.60 - Annually Step increase after successful six month probation.

**Benefits:**

Health, Dental (DHMO Plan) and Basic Life, LTD & AD&D paid at 100% for employee along with 45% dependent coverage. Voluntary plans Vision, Additional Life/AD&D, STD and FSA. Retirement Plan - Texas Municipal Retirement System (TMRS) the City matches two to one. An employee becomes vested with the City at five years unless eligible for prior year service credit.

**Closing Date:**

Until filled

**Applications and additional information can be found on the city's web site:**

**<http://www.liveoaktx.net/departments/human-resources/current-job-opportunities>**

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Applications will be accepted by fax at 210-653-0015, can be emailed to [hr@liveoaktx.net](mailto:hr@liveoaktx.net), at the address listed below between the hours of 8:00 a.m. and 5:00 p.m., on the official application form. Applications and additional information is available at \* [www.liveoaktx.net](http://www.liveoaktx.net) \* or by contacting: *City of Live Oak Human Resources* \* 8001 Shin Oak Drive \* Live Oak, TX 78233 \* 210-653-9140\*

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