



—OKLAHOMA—

WHERE CHARM AND ADVENTURE MEET

Job Description

Job Title: Clerk

Department: Utility/Customer Service

Reports to: Office Manager

FLSA Status: Non-Exempt, Part Time

Salary Range: \$10.27/hour to \$14.22/hour

Salary Grade: 3

Hours: Up to 30 hours per week

Job Summary

Responsible for ensuring that all court processes run smoothly and effectively. Responsible for managing a variety of day-to-day tasks including filing, data processing, faxing and sorting incoming mail. Responsible for acting as back-up to accounts payable, reconciling insurance statements, maintain employee files and processing permits and handling a variety of other tasks as assigned.

Essential Functions

- Assist Customers with utility/roll-off/citation/pound/rent/etc. payments
- Process said payments
- Maintain cash drawer/process daily payments-end of day batch
- Process incoming mail to appropriate departments
- Process new utility accounts for customers/transfer utility accts
- Process work orders to appropriate departments/complete once worked
- Answer incoming phone calls/direct callers to appropriate person or assist customers as needed
- Assist internal customers with a variety of questions or concerns
- Issue PO to internal customers
- Other duties as assigned

Educational/Experience Requirements

High school diploma or equivalent is required; minimum 3 years previous experience is required

Certificates, Licenses, Registrations

No certification, license or registrations required

Knowledge, Skills and Abilities

- Knowledge of spelling, punctuation, and business English
- Knowledge of business mathematics

- Ability to operate modern office equipment (fax, copier, printer, computer, telephone, etc.)
- Knowledge of methods and procedures
- Ability to maintain effective working relationships with others
- Ability to handle confidential work
- Ability to interpret and handle routine matters in accordance with agency policy
- Ability to follow oral and written instructions

Physical/Mental Requirements

- Essential and marginal functions require maintaining physical condition necessary for sitting, and/or standing or walking for prolonged periods of time.

Environmental Conditions and Safety Concerns

Office/field environment; may work in inclement weather conditions.