

**CITY OF MILLEDGEVILLE****JOB ANNOUNCEMENT**

POSITION: Utilities Billing Technician  
DEPARTMENT: Meter Readers  
SCHEDULE: Full-Time – 8 Hour Shifts  
SALARY: Negotiable dependent upon experience  
JOB ANNOUNCEMENT: August 9, 2019 – August 30, 2019 (Or until filled)

**JOB SUMMARY:**

This position is responsible for processing and issuing utility bills and maintaining the database for all utility customers.

**MAJOR DUTIES:**

- Processes meter readings via AMR software, requests re-reads, prepares and finalizes work orders, prepares customer billings, review and edits billing reports.
- Establishes new residential and commercial accounts. Initiates and finalizes service for customers; including scheduling final reads and processing final bills.
- Creates and maintains customers' bank drafting records.
- Heavy customer contact. Provide professional, accurate and timely responses to inquiries and follow through on any and all issues.
- Maintains written communications via spreadsheets with contract waste hauler regarding new and discontinued service as well as other waste issues.
- Processes meter change-outs, new water tap installations and work orders on accounts.
- Collects information and performs adjustments in accordance with policy on accounts.
- Processes landlord agreements.
- Handles past due accounts, generates penalty and service fees and post to accounts.
- Downloads delinquent account information into report for meter readers' use in performing cut off functions.
- Other duties as assigned.

**KNOWLEDGED REQUIRED FOR THIS POSITION:**

- Knowledge of relevant city codes and ordinances as well as established utility billing practices.
- Knowledge of modern office practices and procedures, including operation of standard office equipment, i.e. calculators, desktop computers, copiers, printers and machines associated with performance of duties.
- Knowledge and ability to identify nonstandard or problem situations and take appropriate action.

**MINIMUM QUALIFICATIONS:**

- Ability to perform the major duties of the position, usually associated with completion of college level coursework or having held a similar position for one or two years.
- Ability to read, write and perform basic mathematical calculations
- Excellent time management and work ethic skills.

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management for assigning specific duties not listed herein if such duties are a logical assignment to the position.)