

## **UTILITY CLERK CLERK-TREASURER'S OFFICE**

The Village of Greendale Clerk-Treasurer's Office is seeking qualified applicants to fill the position of Utility Clerk. This full-time (40 hours per week) position is responsible for a variety of functions supporting the mission and goals of the Clerk-Treasurer's Office.

Qualified candidates are required to have high school diploma and one year post high school education in bookkeeping or accounting, are required; an Associate's or higher degree in Accounting or related field is preferred; a minimum of five (5) years of accounting experience involving computer record keeping; and evidence of training and experience in office procedures, word processing, and spreadsheet applications, are required. Experience with cash management and cashier operations, is desired. Must be at least 18 years of age, a citizen of the United States, and possess a valid Wisconsin driver's license with a satisfactory driving record.

Applications and complete job description are available at the Greendale Village Hall. Applications may also be found at the Village Website – [www.greendale.org](http://www.greendale.org). For additional information, please contact the Village Clerk-Treasurer's Office, 6500 Northway, Greendale, Wisconsin 53129 (414) 423-2100.

**Application deadline is 4:00 P.M., Friday, September 3, 2010**

Equal Opportunity Employer

**VILLAGE OF GREENDALE**

**POSITION DESCRIPTION**

TITLE: Utility Clerk  
DEPARTMENT: Clerk-Treasurer Office  
SUPERVISED BY: Clerk-Treasurer

**POSITION SUMMARY:**

This position is responsible for maintaining the records of the Water and Sewer Utility customers which include: meter reading books; billing ledgers; payment posting; consumption history; sewer billing; Milwaukee Metropolitan Sewerage District reports; and meter test records and control journals in accordance with generally accepted accounting standards and is required to perform a variety of related clerical tasks.

**DUTIES, RESPONSIBILITIES AND WORK PERFORMED:**

Essential functions include, but are not limited to:

1. Maintenance of customer account records.
2. Compilation and entry of meter reading information into billing system.
3. Completion and filing of quarterly Metropolitan Milwaukee Sewerage District reports.
4. Processing and mailing of customer bills.
5. Collection and posting of customer payments.
6. Assist customers with questions and complaints.
7. Posting of late penalties and related notices.
8. Reconcile delinquent payments onto tax roll at year end.
9. Processing of billing registers, trial balances and payment audit reports.
10. Maintenance of accounts receivable related invoice processing.
11. Assist in the maintenance of the tax database.
12. Assist the Assessor with various tax-related records.
13. Performs general clerical duties such as typing, filing, word processing, spreadsheets, and data entry and data retrieval in the Clerk-Treasurer's Office
14. Perform other miscellaneous tasks at the discretion of the Clerk-Treasurer.

Marginal functions include, but are not limited to:

1. Assist with voter registration duties; distribute absentee ballot materials; assist in license applications; and maintains computerize voter registration records including preparation work for elections.
2. Perform other duties as assigned.

**EDUCATION, EXPERIENCE AND TRAINING:**

1. High School Diploma and one year post high school education in bookkeeping or accounting are required; An Associate degree or higher in Accounting or related field preferred.
2. A minimum of five (5) years of accounting experience involving computer recording keeping; and evidence of training and experience in office procedures, word processing, and spreadsheet applications, is required; Experience with cash management and cashier operations, is desired.
3. Must be at least 18 years of age, a citizen of the United States, and possess a valid Wisconsin driver's license with a satisfactory driving record.

**ESSENTIAL KNOWLEDGE AND ABILITIES:**

1. Well-developed communication skills, both verbal and written.
2. Working knowledge of accounting principles and practices, governmental or utility desired.
3. Ability to perform arithmetic computations accurately and quickly.
4. Ability to manage time well, be highly organized, and plan work assignments effectively to maintain a smooth flow of record keeping and information processing.
5. Ability to use modern office technology, including a personal computer.
6. Knowledge and ability to work with software related to accomplishing the accounting functions, including spreadsheets and various computer applications.
7. Ability to establish successful working relationships.

**PHYSICAL AND WORK ENVIRONMENT:**

The physical and work environment described is representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work is performed in an office setting. Hand-eye coordination is necessary to operate various pieces of office equipment. Specific vision abilities required by this job include vision and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally required to:

- A. Stand, walk, sit, stoop, kneel, crouch and crawl
- B. Climb, balance, bend, twist and reach
- C. Feel, talk and hear (normal range in normal office environment, corrected or uncorrected)
- D. Lift, carry, push/pull up to 25 pounds
- E. Work under time pressures such as frequent "rush" jobs, urgent deadlines, etc.
- F. Work under distractions such as telephone calls and other disturbances.
- G. Perform repetitive activities (calculating, keyboarding, and writing).
- H. Encounter unpleasant social situations (dealing with irate or disturbed individuals).

**NON-DISCRIMINATION:**

All positions in the Village of Greendale will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.

Village of Greendale  
APPLICATION FOR EMPLOYMENT

**AN EQUAL OPPORTUNITY EMPLOYER**

MAIL APPLICATION TO:

VILLAGE OF GREENDALE  
6500 NORTHWAY  
P.O. Box 257  
GREENDALE, WI 53129

Phone: 414-423-2100  
Fax: 414-423-2107  
www.greendale.org

**INSTRUCTIONS:**

To be filled out by the applicant only. If you are physically unable to fill out this application, you may request reasonable accommodations in completing the form. Answer all questions. Print neatly and accurately. Attach supplements if necessary. Exclude any reference that may reveal or tend to reveal your race, color, religion, national origin, creed, age, marital status, sex, sexual orientation or disability.

- Incomplete applications MAY NOT BE CONSIDERED.
- If resume is submitted, DO NOT write "see resume".
- DATE and SIGN this application.
- Please list a minimum of ten years' prior experience and education.
- Please complete this application in blue or black ink. Do not type.
- You are not required to furnish any information, which is prohibited by federal, state or local law.

<b>TITLE OF POSITION YOU ARE APPLYING FOR:</b> _____		<b>DEPARTMENT:</b> _____	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Student Intern <input type="checkbox"/> Grant Funded <input type="checkbox"/> Co-op <input type="checkbox"/> Temporary/Limited Term Employment		<b>TODAY'S DATE:</b> _____	
<b>Name:</b> (Last) _____ (First) _____ (M.I.) _____		<b>Home Phone:</b> ( ) _____ - _____	
<b>Current Address:</b> (Street) _____ (Apt. #) _____ (City) _____ (State) _____ (Zip Code) _____		<b>Business Phone:</b> ( ) _____ - _____ Can we contact you at this number? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list hours _____	
<b>Permanent Address:</b> (Street) _____ (Apt. #) _____ <i>(If different than current address)</i> (City) _____ (State) _____ (Zip Code) _____			
<b>Are you a U.S. Citizen?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		When will you be available for employment? _____	
<b>Are you legally eligible for employment in the United States?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Are you at least 18 years of age?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Your employment will be subject to verification that you meet state and federal minimum age requirements for the type of work you are applying for and have a valid work permit.</i>		Email Address: _____	
<b>Have you ever been employed by the City/Village of _____?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: when, in what position, and in what department? _____		Can we contact you here? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>The Village of Greendale does not consider individuals for recruitment if he/she would be directly supervising or receiving direct supervision from a family member.</i> List any relatives employed by the Village of Greendale or serving as elected or appointed officials: _____			
Do you possess a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you possess a valid Commercial Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No    Type/Class: _____			
Do you possess any other License? <input type="checkbox"/> Yes <input type="checkbox"/> No    Type: _____			
If you are applying for a job where you need to drive your car while on City business, can you make arrangements to meet the City's minimum liability insurance requirements on your vehicle (\$100,000 each person bodily injury; \$300,000 each accident bodily injury; \$50,000 property damage liability)? <input type="checkbox"/> Yes <input type="checkbox"/> No			

List any memberships in professional or technical associations.	List any current license or registration as a member of a trade or profession:
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**THIS SECTION MUST BE COMPLETED!** Please list **ALL** instances in which you were convicted as an **ADULT** for crimes (misdemeanors or felonies), ordinance violations, traffic violations and the like. Also, please list all criminal charges (misdemeanors or felonies) currently pending against you. Failure to include all information requested under this section may result in denial of employment.  
 Please check  Yes or  No If Yes, please explain below (you may attach another sheet if necessary).  
*Approximate* dates may be listed:

Date	Location	Charge	Court	Disposition of Case

*NOTE: A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the particular position or if the employer deems there is a bona fide occupational qualification inherent in the position which requires this information prior to hiring.*

**Did you graduate from high school?**  Yes  No  
 Name of school: \_\_\_\_\_  
 Location of school: \_\_\_\_\_ If no, have you passed a high school equivalency or GED test:  Yes  No  
 Location: \_\_\_\_\_

**Special skills & qualifications – this information must be provided if you are applying for a position requiring these skills:**  
 Experience transcribing mechanically-recorded material?  Yes  No Typing speed (if known): \_\_\_\_\_ WPM  
 Experience using a 10-key adding machine?  Yes  No \_\_\_\_\_ KPM  
 List any additional office equipment which you can operate skillfully: \_\_\_\_\_  
 \_\_\_\_\_  
 List all computer software which you can operate skillfully: \_\_\_\_\_  
 \_\_\_\_\_  
 Foreign language (spoken or read with proficiency):  
 French  German  Spanish  Hmong  Other: \_\_\_\_\_  
 Are you a certified Police Officer?  Yes  No Date certified: \_\_\_\_\_ State certified by: \_\_\_\_\_

**Training beyond high school:**  
 College or university, technical, nursing, business college or other schools you have attended.

College, university or school – name, location and phone number	Presently attending	Major field	Type of degree received	Credits earned	GPA

Describe any education or training you have had which is not covered above, such as vocational school, correspondence courses, service schools, police academy, in-service training. Please provide dates.

**IMPORTANT:** You must complete the employment sections of this application. Use additional sheets if necessary. You may attach a resume to further explain your qualifications. Please list a minimum of prior ten year's experience and education.

Are you currently **unemployed**?  No  Yes, since \_\_\_\_\_

List any time periods of past **unemployed** status: \_\_\_\_\_

**EMPLOYMENT SECTION: (Please start with your most recent position – include military service)**

From (month & year)	Title of your PRESENT/MOST RECENT position:		PRIMARY DUTIES:
To (month & year)	Employer's Name (Company Name)	Phone Number	_____ _____ _____
Hours each week:	Address:		_____ _____ _____
Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>	Name and title of supervisor:		_____ _____
Starting salary (indicate yearly, monthly or hourly):	If currently employed, may we contact that employer? <input type="checkbox"/> yes <input type="checkbox"/> no, not at this time	Reason for leaving or considering change:	_____ _____ _____ _____
Present salary (indicate yearly, monthly or hourly):	Number of employees you supervise:	Were you involuntarily discharged? <input type="checkbox"/> yes <input type="checkbox"/> no	_____ _____ _____

From (month & year)	Title of position held:		PRIMARY DUTIES:
To (month & year)	Employer's Name (Company Name)	Phone Number	_____ _____ _____
Hours each week:	Address:		_____ _____ _____
Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>	Name and title of supervisor:		_____ _____
Starting salary (indicate yearly, monthly or hourly):	Number of employees you supervised:	Were you involuntarily discharged? <input type="checkbox"/> yes <input type="checkbox"/> no	_____ _____ _____
Present salary (indicate yearly, monthly or hourly):	Reason for leaving:		_____ _____ _____

From (month & year)	Title of position held:		PRIMARY DUTIES:
To (month & year)	Employer's Name (Company Name)	Phone Number	_____ _____ _____
Hours each week:	Address:		_____ _____ _____
Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>	Name and title of supervisor:		_____ _____
Starting salary (indicate yearly, monthly or hourly):	Number of employees you supervised:	Were you involuntarily discharged? <input type="checkbox"/> yes <input type="checkbox"/> no	_____ _____ _____

Present salary (indicate yearly, monthly or hourly):	Reason for leaving:	_____
		_____
		_____

**Please use a separate sheet of paper for additional employers**

<b>OTHER EXPERIENCE</b>					
(Include volunteer experience, internships, and/or jobs, not included in the employment section.)					
Company Name/Location	Job Title	Dates Employed (month/year)		Annual salary	Full or part-time
		From:	To:		
		From:	To:		

Please explain any gaps in employment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>REFERENCES</b>		
Work or education related (e.g., former employers, supervisors, co-workers, school faculty). No relatives/significant others.		
NAME/TELEPHONE/ADDRESS	OCCUPATION	NATURE OF RELATIONSHIP
1.		
2.		
3.		
4.		
5.		

**AUTHORIZATION AND CERTIFICATION**

Please read and initial each of the following statements. If you have a question regarding any of these statements, ask a Human Resources representative prior to initialing and signing the application. Your initials and signature verify that you have read, understand and agree to abide by these statements.

Initial:

\_\_\_\_\_ I authorize any person contacted to provide the Village of Greendale any and all information regarding my employment, education and other information concerning any of the subjects covered by the application which may include, but not be limited to, application of employment, performance evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by the Village of Greendale to request employment records from my present and/or former employer(s). I release and hold harmless the Village of Greendale, their officers, agents and employees, and the person (s) providing the information from any liability related to the providing of this information.

Initial:

\_\_\_\_\_ I understand that after receiving a conditional offer of employment I may be required to successfully pass pre-employment and post-employment exams to gain employment or continue employment with the Village of Greendale. I consent freely and voluntarily to participant in required drug tests and/or a pre-employment physical exam at a location selected by the Village of Greendale, and consent to the release of the test results to the Village of Greendale. I hereby release and hold harmless the Village of Greendale, their officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug tests and/or a pre-employment exam and decisions concerning employment based upon the results of the tests.

Initial:

\_\_\_\_\_ I authorize the Village of Greendale, its officers, agents, and employees to conduct a background criminal check and a check with the Department of Transportation prior to making a decision regarding employment. I release and hold harmless the Village of Greendale, their officers, agents, and employees and the person(s) providing the information from any liability related to the performance or result of this check. I recognize that this information will be considered by the Village of Greendale only if it substantially releases to the position applied for.

Initial:

\_\_\_\_\_ If accepted for employment, I agree that my status as an employee depends upon my successful performance. I understand that just as I am free to resign at any time, the Village of Greendale reserves the right to terminate my employment at any time. All employees not covered by a collective bargaining agreement are considered at-will employees.

Initial:

\_\_\_\_\_ I agree to use such personal protective equipment and devices as may be required by the Village of Greendale and to comply with safety rules and requirements. In addition, I understand that the Village of Greendale maintains a workplace free from drugs, harassment and violence.

Initial:

\_\_\_\_\_ I understand that nothing contained in the application or any employee handbook, the granting of an interview, or an offer/acceptance of employment constitutes an employment contract. I understand that no representative of the Village of Greendale has the authority to make any assurances to the contrary.

I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

Notice – Wisconsin Open Records Law: Under Section 19.36(7) of Wisconsin Statutes, the names of the "Final Candidates" must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a "Final Candidate" they can do so by making a separate request in writing.

The Village of Greendale is committed to the equality of opportunity for all people. It is the policy of the Village of Greendale to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Please use our website at [www.greendale.org](http://www.greendale.org) for more information about the Village of Greendale or for additional copies of this application.**

