

## **SECRETARY DUTIES**

### **SUMMARY**

Responsible for utility billing and operations management. Assists the public at the counter and by telephone. Performs filing, posting, preparation of reports, receipting of cash at the counter, enter data entry and similar clerical tasks as requested. Performs related work as required.

### **SUPERVISION RECEIVED**

Work is performed under the general supervision of the City Manager, plus assists the DPW, Treasurer, Assessor, Building Inspector, and other staff as needed and directed by City Manager.

### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called on to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform).

1. Utility department operations including data entry of meter readings, and payments. Generates reports, printing and mailing of appropriate bills.
2. Manually updates utility register report as payments are received.
3. Computes final utility bills and follows up on delinquent utility accounts.
4. Computes employee's payroll bi-weekly. Also does payroll for city Council, ZBA, Planning Commission and Tax Board of Review. Responsible for W-2's and W-4's, entering new employee records, and updating payroll information as needed.
5. Perform reception, telephone, and counter duties.
6. Receives payments and prints customer receipts for payments of City services, i.e., permits, licenses, taxes, etc.
7. Prepares letters and correspondence as required for utilities, and as requested by City Manager.
8. Operates office equipment such as, but not limited to, cash receipting computer, desk computer, calculator, copy machine, printer, and postage meter.
9. Balances the cash drawer 2-3 times per week, prepares and makes bank deposits.
10. Performs related duties as assigned, and helps other office employees as necessary.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE,  
SKILLS AND ABILITIES FOR EMPLOYMENT

An employee in this class, upon appointment, should have the equivalent of the following:

Knowledge of accounting procedures and practices.

Knowledge of the laws, regulations and polices governing a variety of City office processes, including utility billing and City fees and charges.

Knowledge of City of Montrose and surrounding areas in order to research and dispense accurate information to the public regarding taxes, directions, City services, City officials, election information, etc.

Skill in the operation of a computer, calculator, cash register, typewriter, copier and other standard office equipment.

Knowledge of basic office procedures.

Ability to perform work accurately and maintain confidentiality.

Skill in establishing and maintaining effective working relationships with other employees and the general public.

Ability to work effectively with numbers.

Ability to type 60 wpm.

Must have physical capabilities in order to perform job effectively.

Required training and experience include graduation from high school or equivalent and one year of related experience. College degree in a related field is preferred.

Revised 9/29/2023