



Village of Pleasantville

207 W. Columbus Street
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Pleasantville, Ohio 43148
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The Honorable Jason D. Henderson, Mayor

JOB BULLETIN

The Village of Pleasantville, Ohio invites applications for the position of: Village Billing and Council Clerk

Part-Time Only

OPENING DATE: March 2, 2021 CLOSING DATE: Until Filled

ESSENTIAL FUNCTIONS OF THE POSITION:

The purpose of this position is to perform water billings and collections for the villages water/sewer accounts and to provide a clerk for council to include, but not limited to; water/sewer collections, updating village water billing system accounts, reconciliation of accounts with deposits, create shut off notices, attends finance and council meetings, creating detailed minuets of public meetings, writes letters for the mayor and village, answers phones. Works under the supervision of the Village Mayor.

The following are examples of the job duties but do not include all the possible tasks to be performed:

- Performs job in a sitting position, for up to 4 hours, typing, answering phones, and working the members of the public.
- Receives payments, processes payments into individual accounts, and reconciliation of money received to deposit tickets and billing system.
- Creates letters and meeting minuets in Microsoft Word, with minimal spelling and grammar errors.
- Routinely cleans and organizes public buildings such as; municipal office, community center, council room, and shelter houses.

- Monitors inventory and usage to maintain sufficient inventory for maintaining the village's needs.
- Attends periodic training courses, seminars and workshops and engages in independent study of any and all subjects related to the position.
- Responds to alarms and resolves operational problems, warns employees of existing safety hazards, and ensures that the proper corrections are made.
- Receives supplies from delivery trucks and stores supplies appropriately.
- Cleans and maintains property, buildings, and equipment.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Responds to customer questions and complaints.
- Coordinates cooperatively with other staff of the village.
- Prepares purchase order requests for the acquisition of equipment, materials and supplies.
- Develops weekly and daily work plans to accomplish needed projects.
- Cooperates with other work units and employees of the Village organization to accomplish tasks and projects in service to the public, and/or as assigned by the village.
- Demonstrates a cooperative, service-oriented attitude toward members of the public. Answers inquiries and handles complaints from the public.
- Reflects a positive image of the Village of Pleasantville at all times.
- Performs other duties as assigned.

JOB SETTING:

The duties of this position will be performed indoors. The incumbent may encounter any type of environmental conditions, in a normal office setting. The incumbent will be expected to work alone, around others, on a team, under stress, under minimal supervision, under scrutiny of the public, and under deadlines.

MINIMUM REQUIREMENTS:

Possession of high school diploma, or equivalent, and two years of experience in any office setting position or any equivalent combination of training and experience which provides the following knowledge, skills and abilities:

Knowledge of:

- Basic literacy and math.
- Microsoft Office Products to include, but not limited to Word, Excel, etc.
- Personal computer and network equipment, printers, copiers and basic operation
- Windows operating systems

Skilled in:

- Microsoft Office Products
- Letter writing
- Customer Service

Ability to:

- Distinguish colors and color changes.
- Read and write letters and numbers in English.
- Understand and follow oral and written instructions in the English language.
- Ability to use and apply basic written and mathematic skills.
- Identify alternative solutions or approaches to problems, and then use logic and reasoning to identify strengths and weaknesses of those alternatives.
- Establish and maintain effective working relationships with others.
- Work independently with limited direction given.
- Apply problem solving skills and perform critical thinking.
- Use a personal computer and MS Office software.
- Discern when something is wrong or likely to go wrong.

- Apply general rules to specific problems to produce answers that make sense.
- Work cooperatively with other Village employees.
- Work safely without presenting a direct threat to self or others and comply with OSHA regulations.
- Perform the physical requirements of the job: standing, walking, climbing stairs, bending, stooping, kneeling, pulling, pushing, lifting and carrying up to 50 pounds, manipulating small objects, and keyboarding.
- Make mathematical computations with reasonable speed and accuracy.
- Exercise independent judgement, and deal with many variables and determine specific action.

NECESSARY SPECIAL REQUIREMENTS:

- Must be 18 years of age or older.
- Possess and maintain a valid Ohio driver's license and have a good driving record.
- Pass a pre-employment drug/alcohol screen and criminal background check.

COMPENSATION:

The rate of pay is negotiable, depending on candidate's qualifications, within the range set by the village council between \$9.00 and \$11.00 per hour.

HOW TO APPLY:

To apply, submit a completed village application form to: Village of Pleasantville, P.O. Box 193, Pleasantville, Ohio 43148, or drop it off at the municipal building, 207 West Columbus Street, between the hours of 12:00 p.m. and 4:00 p.m., Monday through Friday.

Applications shall be reviewed as received and accepted until the position is filled.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; motor vehicle record (MVR) check; BCI criminal background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Pleasantville is an Equal Opportunity Employer