

## **PWSD #2 of Monroe County, MO**

### **Job Description - Clerk**

**Position Title:** Clerk

**Salary Status:** Hourly, non-exempt

**Reports To:** General Manager and Administrator

**Working Conditions:** The position is primarily a full-time office position.

**Nature of Job:** Assist with the general operation of office/clerical functions, handle customer accounts and meter readings, bank deposits, mail and correspondence, receptionist duties, petty cash, late notifications, accounts payable, monthly general ledger reports and District correspondence and other duties as required.

**Essential Functions:**

- Handles customer service, answer telephone calls and correspondence
- Complies with Code of Ethics and protects customer's privacy at all times
- Open and sort mail, handle out-going mail
- Upload readings and post payments to RVS billing software
- Prepare Customer bills in an accurate and timely manner
- Manages inventory of office supplies
- Makes daily bank deposits, manages petty cash drawer
- Reports to operations on customers entering and leaving district, prepares work orders as required
- Prepares daily, monthly and annual reports as required from RVS system
- Monitors customer accounts for unread meters and unpaid balances
- Performs clerical functions as necessary in support of other staff and management
- Other duties as assigned

**Knowledge, Skills and Abilities:** Individual must have a high school education or equivalency with an associate's degree in business administration and/or accounting preferred. Must be self-motivated, able to work independently or in a team situation. Knowledge of accounting and computer data entry and networking is necessary. Experience in customer service and good math, communication and organizational skills is required. Individual must be service minded, professional in attitude, able to work well with others and accept responsibility as needed.

**Accountabilities:**

- Timely and accurate posting of customer receipts
- Efficient handling of customer files, work orders, deposits, billing and late notices
- Accurate record keeping on customers opening and closing accounts
- Able to assist in maintaining an organized, efficient and professional atmosphere in the office
- Able to communicate with customers in a consistent and effective manner
- Continuous cooperation with management in support of District goals and provide Good, Safe Drinking Water to people.

**Language Skills:** Ability to read and interpret documents, agreements and instructions, Able to compose professional and concise letters, documents and notices. Ability to speak effectively with manager, co-workers, suppliers, customers and others.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



# PWSD #2 OF MONROE COUNTY, MISSOURI

23504 Highway 24 - Paris, MO 65275

Phone: 660-327-4778 - Fax: 660-327-5905

[pwsd@parismo.net](mailto:pwsd@parismo.net)

[www.monroecountywater.myruralwater.com](http://www.monroecountywater.myruralwater.com)

PWSD #2 of Monroe County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or an other legally protected status.

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Skills: \_\_\_\_\_  
\_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO  
☐ ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO  
☐ ☐

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. My signature below authorizes PWSD #2 of Monroe County, MO to make investigations. My signature indicates my awareness that false statements or failure to disclose certain information may be sufficient to disqualify me for employment, or, if employed, may be grounds for my immediate dismissal. This application will be active for 90 days.*

*I understand that neither this form nor statements by representatives of PWSD #2 of Monroe County, MO constitutes an employment contract.*

*Upon employment, I agree to the following:*

- 1. Meeting employability requirements of the Immigration Reform and Control Act by submitting appropriate documentation to satisfy the requirements for completing Form I-9.*
- 2. Abiding by all rules, regulations and performance standards.*
- 3. A post-employment health evaluation and/or drug testing, if required.*
- 4. Meeting minimum or maximum age requirements of applicable laws and submitting proof of true age, if required.*
- 5. Completing and executing a surety bond application, if required.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_