

THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL-TIME EMPLOYMENT OPPORTUNITY: Public Utilities Clerk III – Internal & External Posting

General Summary: Under the direct supervision of the Asst. Director of Public Utilities Administration, performs a variety of complex and responsible accounting tasks, as well as payroll, accounts receivable, accounts payable and utility billing for various departments. This work requires utilization of radio, telephone, maps, water/sewer location cards and computer equipment. This work requires accounting skills, data entry, excellent customer service skills, and the ability to work accurately and meet deadlines.

Physical Demands: While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, and use sight to read and prepare documents and reports. The typical work environment of this job is a business office setting where the noise level is moderate, though in some departments, sirens, machinery or other equipment may cause occasional loud noise.

Eligibility Requirements: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

- High school diploma or the equivalent and three (3) or more years of general office or accounting experience, or the equivalent combination of job-related education and experience. Associate's Degree in Business Administration preferred.
- Knowledge of accounting standards and procedures.
- Knowledge of the methods and approaches to modern office management.
- Skill in the use of general office equipment, including computers and related software and databases. Test proficient in the use of Microsoft Word and Microsoft Excel Software. Able to successfully complete the data entry skill test (min. = 5000 keystrokes per hour). Testing will be conducted at Manpower.

Weighted Selection System:

Skills Testing (Word, Excel, & Data Entry)	30 %
Education	5 %
Work Related Experience	30 %
Recent Evaluation and/or Reference Letters	5 % (Applicant responsible to provide)
Interview	30 %

Grade/Salary: 306/ \$29,673 - \$40,015 T2
\$37,556 - \$50,648 T1

Benefit Package, including:

- Paid vacation, sick leave, and holidays
- Medical, dental, vision, and life insurance
- Disability income plan
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan.

Date Posted: April 4, 2018

Application Deadline: April 18, 2018 at 5:00PM

To Apply:

- Job applications can be obtained from the Human Resources Division or downloaded from www.cityofjackson.org
- Job applications will be accepted in-person, fax, email, or by mail at:

City of Jackson
Human Resource Division
161 W Michigan AVE
Jackson, MI 49201

**** EQUAL OPPORTUNITY EMPLOYER ****