

**Account Clerk
City of Waterville**

The City of Waterville is accepting applications for the position of Account Clerk. This full-time position performs secretarial duties including front desk reception, answering incoming phone calls, coordinating special events, handling customer inquiries, accepting payments for sewer, water and other bills, assisting with zoning permit applications and taking minutes for various public meetings. Applications may be obtained from the City website waterville.org or at the Municipal Building, 25 N. Second St., Waterville OH 43566. Position description including requirements and qualifications also available on website. Starting salary is \$18.00 per hour, but final compensation based on experience. To receive full consideration, applications and other relevant information must be received on or before May 20, 2022. Resumes may be included; however, an original completed application form must be submitted to be considered. The City of Waterville is an Equal Opportunity Employer.

City of Waterville
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title: Account Clerk

Employment Status: Full-time
FLSA Status: Non-Exempt
Supervises: 0

Department: Finance and Administration
Reports To: Director of Finance and Administration

GENERAL STATEMENT:

Under direction of the Director of Finance and Administration, performs basic account clerk and secretarial duties as required; answers telephones to answer citizens' questions or directs them to the appropriate personnel. Also performs certain accounting and finance functions including back up for other finance personnel.

QUALIFICATIONS: An example of acceptable qualifications:

High school diploma and three (3) years of secretarial responsibilities and three (3) years of experience in bookkeeping and/or accounting work preferably in government. A two-year Associate Degree in a Business, Finance or Accounting is preferred; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities. Must have the ability to stand, stoop, walk, sit, lift objects up to 25 pounds and perform other similar actions during the course of the workday. An individual who poses a direct threat to the health and safety of themselves or others in the workplace will be deemed not qualified for this position.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- Administrative assistant to Municipal Administrator and Finance Director.
- Prepares information packets for Council and Committee meetings.
- Takes minutes for meetings. Acts as Deputy Clerk of Council when needed.
- Assists with zoning questions and permits.
- Assists with the collection and posting of utility payments, processing and tracking of other receipts and bank deposits.
- Performs invoicing and tracking of payments for Emergency Medical Services (EMS) including filing with insurance companies.
- Maintains the City's website, including updating meeting calendars, event dates, refuse schedules and other City business as necessary.
- Updates the City's quarterly newspaper – the Canal Post.
- Manages the auction website for the sale of surplus items from City departments.
- Will provide back-up duties for utility billing and monitoring, payroll, and accounts payable.

City of Waterville
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title: Account Clerk

- Other duties as assigned by Director of Finance and Administration and Municipal Administrator.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must have excellent organizational and communication skills and the ability to multi-task.
- Experience with Microsoft Office, including Word, Excel, Outlook, Publisher, or other applications.
- Working knowledge of bookkeeping, or accounting practices and procedures.
- Operation of adding machine, calculator, copier and personal computer.
- Work cooperatively and harmoniously with others in an office environment; courteously serve discontented customers during stressful situations.

Position description approved:

/s/ Jon D. Gochenour
Municipal Administrator

01/16/2020
Date

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Employee

Date



City of Waterville

25 North Second Street
Waterville, OH 43566
419.878.8100

EMPLOYMENT APPLICATION

THE CITY OF WATERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER

Position Applied For _____ Date _____

APPLICANT INFORMATION

Name _____
Last First Middle

Address _____
Street Address Apartment/Unit #

City State ZIP Code E-Mail Address

Phone _____ Alt. Phone _____ Social Security # (Optional) _____

Are you at least 18 years of age ? YES NO Are you a citizen of the United States or
If are you under the age of 18, a work permit may be required ☐ ☐ otherwise legally eligible to work in the U. S. ? YES NO
☐ ☐

Have you previously applied to the City of Waterville? YES NO If yes, when ? _____
☐ ☐

Have you ever been employed by the State of Ohio or any county or municipality in Ohio ? YES NO
☐ ☐

If "YES," please list the location of previous municipal or state employment in Ohio _____

EMPLOYMENT PREFERENCE

PLEASE DESCRIBE, IN ONE OR TWO SENTENCES, THE TYPE AND NATURE OF EMPLOYMENT YOU ARE SEEKING.

Position Desired Full Time Part Time No Preference Type of Position Permanent Intermittent Temporary Seasonal No Preference
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Desired Salary \$ _____ Date Available _____ Are you able to perform all job-related functions
of the specific position for which you are applying ? YES NO
☐ ☐

Do you currently possess a valid Ohio Driver's License ? YES NO Commercial Driver's License ? YES NO
☐ ☐ ☐ ☐

Are you willing and able to secure any license or certification required for this position ? YES NO If necessary, can you supply your
own transportation for work use ? YES NO
☐ ☐ ☐ ☐

MILITARY SERVICE

THIS SECTION IS OPTIONAL

COMPLETE ONLY IF YOU ARE CLAIMING A VETERAN'S PREFERENCE

Branch _____ From _____ To _____ Rank at Discharge _____

PREVIOUS EMPLOYMENT

LIST ALL EMPLOYMENT AND WORK EXPERIENCE DURING THE PAST 20 YEARS, IN DATE ORDER. BEGIN WITH YOUR CURRENT OR MOST RECENT EMPLOYMENT. OMISSION OF ANY EMPLOYMENT DURING THE PAST 20 YEARS MAY BE GROUNDS FOR DISQUALIFICATION. USE ADDITIONAL SHEETS, IF NECESSARY.

Current Employer _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Current Salary \$ _____

Responsibilities _____

Starting Date _____ May we contact your supervisor for a reference ? ☐ YES ☐ NO

Previous Employer _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

Previous Employer _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

Previous Employer _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

Previous Employer _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

~ USE ADDITIONAL SHEETS, IF NECESSARY ~

EDUCATION

High School _____ City/State _____

Did you graduate ? YES NO
 ☐ ☐

College _____ City/State _____

Did you graduate ? YES NO Degree _____
 ☐ ☐

Technical School _____ City/State _____

Did you graduate ? YES NO Degree _____
 ☐ ☐

Additional School _____ City/State _____

Did you graduate ? YES NO Degree _____
 ☐ ☐

PLEASE DESCRIBE COURSES YOU COMPLETED OR TECHNICAL TRAINING YOU RECEIVED WHICH YOU BELIEVE WILL HELP YOU PERFORM THE JOB FOR WHICH YOU ARE APPLYING. INCLUDE SPECIAL MACHINERY OR EQUIPMENT YOU ARE QUALIFIED TO OPERATE, HOBBIES OR VOLUNTEER WORK PROJECTS WHICH TAUGHT YOU QUALIFYING SKILLS.

REFERENCES

PLEASE LIST THREE REFERENCES NOT RELATED TO YOU

Name _____ Address _____ Telephone _____

Name _____ Address _____ Telephone _____

Name _____ Address _____ Telephone _____

ADDITIONAL EXPLANATION / INFORMATION

**USE THIS SPACE FOR ANY ADDITIONAL EXPLANATION OR INFORMATION
PERTINENT TO YOUR APPLICATION FOR EMPLOYMENT**

ACKNOWLEDGEMENT AND SIGNATURE

1. *I understand and accept that if selected for employment, my employment may be conditioned upon my passing any medical examination the City of Waterville deems necessary to determine whether I can physically perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol or substance abuse testing.*

Initials

2. *If employed I understand and accept that, depending upon the department to which I am applying for employment, I may be required to work evening shifts, nights shifts, weekends, and may be on-call to work mandatory overtime hours.*

Initials

3. *I understand and accept that if any information required in this application is found to be false or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by the City of Waterville, I may be subject to disciplinary action, including termination, if any information required by this application had been falsified or intentionally omitted.*

Initials

4. *I understand and accept that the various law enforcement and informational agencies that share information with the City of Waterville require that the City's employees do not possess a record of prior unlawful activities. Therefore I understand and accept that, depending on the department to which I am applying for employment, it may be necessary for the City of Waterville to investigate my background for evidence of prior criminal activity.*

Initials

I SOLEMNLY SWEAR THAT ALL INFORMATION FURNISHED IN THIS APPLICATION FOR EMPLOYMENT IS TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE CITY OF WATERVILLE TO FULLY INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION PROVIDED MAY RESULT IN WITHDRAWAL OF ANY OFFER OF EMPLOYMENT, OR TERMINATION FOLLOWING EMPLOYMENT. I RECOGNIZE THAT MY FUTURE EMPLOYMENT WITH THE CITY OF WATERVILLE WILL BE JEOPARDIZED IF I ENGAGE IN SUBSTANCE ABUSE, ILLEGAL DRUG USE, OR ALCOHOL ABUSE.

I hereby authorize the employers, schools and other references named in this application to provide information regarding me, and to release personnel, academic or other records concerning myself, to the City of Waterville.

Signature

Date