



## CITY OF LONG PRAIRIE POSITION DESCRIPTION

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**Position Title:** Utility Clerk  
**Department:** Administration **FLSA Status:** Non-Exempt  
**Reports To:** City Administrator-Clerk

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### Nature and Purpose of Position

The Utility Clerk is responsible for clerical and accounting work performed in the municipal utilities portion of the Finance Department. The team member occupying this position is responsible for assisting with maintenance of the city's utility billing records and accounts, cash receipting and customer service. Assists the City Administrator-Clerk in any duties as may be assigned.

### Core Competencies

- Work effectively as an employee of the City of Long Prairie and maintain good job behavior.
- Accept responsibility for the duties of the position. Work diligently toward complete and accurate work assignments. Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
- Develop the necessary knowledge, skills, and abilities to perform the duties of the position.
- Accept and adapt positively to changes in your position and within the City.
- Be courteous and cooperative with Public Officials and the public.
- Promote teamwork through communication and cooperation. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
- Promote safety in every activity. Become familiar with and abide by the City's safety rules and procedures.
- Whether on or off duty, should not exhibit any conduct which discredits themselves or this office, or otherwise impairs their ability or that of other employees or this agency to provide services to the community.

### Essential Functions of the Position

- ❖ Record, process, and maintain the city's utility billing information.
- ❖ Prepares accounts payable and receivable, transactions for posting, verifies account information, provides accounts payable list for council approval, and generates checks for bill payments.
- ❖ Maintains utility billing records, prepares utility bills, and collects utility bill payments.
- ❖ Responsible for certifying special assessments, special charges and tax levies to the county auditor.
- ❖ Prepares correspondence, minutes, reports and other written materials.
- ❖ Assists in building permit applications and prepares the appropriate reporting forms.
- ❖ Prepares a variety of reports and files with appropriate state, federal and county offices.
- ❖ Schedules meeting reservations of city owned property such as park shelters, council chambers, meeting rooms, etc.
- ❖ Assists in administering local elections in accordance with state and county requirements.
- ❖ Attends council meetings when required.

- ❖ Acts as the assistant to the City Administrator-Clerk and may upon council approval, carry out the duties of the City Administrator-Clerk in his/her absence.
- ❖ Responsible for the clerical and accounting work performed in the municipal utilities portion of the Finance Department for the City of Long Prairie.
- ❖ Daily morning balance of all transactions from the previous day's activities.
- ❖ Record, maintain and process all city utility billing information, including preparing four large industries water billings based on various factors.
- ❖ Help prepares accounts payable and receivable, transaction posting, verify account information and checks received to be posted to correct accounts.
- ❖ Responsible for setting up, maintaining records, and taking care of all ACH payments to the city regarding water billing.
- ❖ Responsible for certifying and preparing the special assessment documentation and tax levies to the county regarding delinquent water/sewer, snow, lawn, and garbage delinquencies.
- ❖ Assist the police department with collection of tickets and mailing out ordinance violations.
- ❖ Assist in building permit applications and prepare appropriate reporting forms.
- ❖ Maintains the City's dog license records, takes payment and prepares documentation to homeowners.
- ❖ Prepared MN gas tax refund report, quarterly airport reports and various other state federal reports as needed.
- ❖ Managed the hiring, scheduling, complaints, and employees at Lake Charolette Beach to ensure proper management of the facilities.

**ADDITIONAL FUNCTIONS OF THE JOB:**

- ❖ Performs other related functions as assigned or apparent.

<b>Required Knowledge and Abilities</b>
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- ❖ Ability to communicate well, both orally and written.
- ❖ Considerable knowledge of English, spelling, arithmetic and vocabulary.
- ❖ Considerable ability to establish and maintain effective working relationships with other employees and the general public and to deal with public relation problems courteously and tactfully.
- ❖ Ability to operate various office equipment including but limited to, computer, copier, calculators and typewriters.
- ❖ Ability to enter data into a computer with accuracy.
- ❖ Ability to maintain confidentiality of communications, documents, and other matters.
- ❖ Ability to effectively communicate and cooperate with citizens and citizen groups.
- ❖ Working ability to make decisions in accordance with established policies and procedures.
- ❖ Ability to self-supervise to prioritize work and solve problems.

Computer Skills:

- ❖ Proficient in the use of computer operations and applicable software programs.

Mathematical Skills:

- ❖ Skilled in performing mathematical calculations specific to job duties.

Language Skills:

- ❖ Excellent communication skills.
- ❖ Ability to communicate effectively with other employees, city officials, and the general public.

## Qualifications

### MINIMUM QUALIFICATIONS:

- ❖ High school graduate with two to five years of experience in a position of similar complexity.

### PREFERRED QUALIFICATIONS:

- ❖ Associates degree in finance, accounting, or related field and two to five years of experience in position(s) of similar complexity. An equivalent combination of education and experience may be considered.
- ❖ Bi-lingual communication skills, both orally and written.

### CONDITIONS OF EMPLOYMENT:

- ❖ Must possess a valid Minnesota Driver's License or the ability to obtain within thirty (30) days of employment.
- ❖ Must comply with organizational and departmental policies.

## Physical Requirements/Work Environment

- ❖ The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
  - While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms.
  - Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.
  - The noise level in the work environment is usually mild to moderate.
  - The employee must occasionally lift and/or move up to 20 pounds.

### WORK SCHEDULE:

The typical work hours for the position are 8:00 a.m. through 4:30 p.m., Monday-Friday.

*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 job 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.*

## Utility Clerk Position for the City of Long Prairie

### **General Duties:**

The Utility Clerk is responsible for clerical and accounting work performed in the municipal utilities portion of the Finance Department. The team member occupying this position is responsible for assisting with maintenance of the city's utility billing records and accounts, cash receipts and customer service.

### **Minimum Requirements:**

High school diploma, with two to five years of experience in a position of similar complexity.

### **Benefits:**

The city has a seven-step wage scale starting at \$21.51 to \$29.00, with yearly cost of living increase. With experience, the wage scale may allow placement in the appropriate step. The cost of individual health insurance is paid entirely; family coverage is supplemented by the City.

### **Apply:**

A resume and a completed employee application are required. Employee application forms and a full description of the position are available by contacting City of Long Prairie, 615 Lake St. S., Long Prairie, MN 56347. Telephone (320) 732-2167 or they may be downloaded off the city's website [www.longprairie.net](http://www.longprairie.net). The first round of applications will be reviewed on June 6<sup>th</sup>, 2024. Applications can be emailed to [info@cityoflongprairie.com](mailto:info@cityoflongprairie.com).