



EMPLOYMENT OPPORTUNITY

POSITION: PRINCIPAL CLERK – WATER & WASTEWATER BILLING

HOURLY SALARY: \$ 24.98 w/ full benefits

ANNUAL SALARY: \$ 51,957.00 w/ full benefits

PRINCIPAL CLERK – WATER & WASTEWATER BILLING

Immediate Opening Available

The Dutchess County Water & Wastewater Authority (DCWWA) is seeking a principal clerk to provide billing and phone support in the DCWWA's Utility Billing and Operations Department. The position will be responsible for the performance of difficult or complex billing tasks as well as administrative support services relating to water & wastewater billing. The work is performed under the supervision of the Deputy Director/Treasurer.

Position is a full-time 40 hr per week, based out of the Authority's main office at 1 Lagrange Ave, Poughkeepsie.

ANNUAL STARTING SALARY is \$51,957.00. (Grade 9 – Step 1)

The position is eligible for annual salary increases based on merit for the first nine years if performance is found to be fully satisfactory. Per the Salary Policy, "A newly hired employee will be eligible for a merit increase on the following January 1 or upon completion of the six-month probationary period, whichever comes later." The position is eligible for longevity increases after the completion of 10, 15, 20, 25, 30 and 35 years of service. Cost of living increases are determined annually by the Authority's Board of Directors and are not guaranteed.

Benefits: NYS retirement, medical, dental and optical insurance (with employer contribution) and paid time off.

Principal Clerk position is "provisional" and considered "competitive" position under the NYS Civil Service Classification system and subject to a competitive civil service exam.

TYPICAL WORK ACTIVITIES:

1. Participates in the maintenance and auditing of financial records and accounts;
2. Prepares reports, work sheets, accounts and monies for deposits;
3. Maintains calendar, prioritizes mail and responds to customer inquiries;
4. Performs billing and receipt functions of all utilities and other receivable items;
5. Issues service work orders, public notices, skilled keyboarding, reception, record maintenance, database management. May assist in preparation of annual budgets;
6. Conducts inventories, maintains a record of supplies and re-orders as needed;
7. Provides telephone and in-person support to water & sewer customers.
8. Maintains, updates and creates various computerized records;
9. May supervise subordinate clerical employees;
10. Does related work as required.



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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of office terminology, procedures, routines and equipment;
Good knowledge of business arithmetic and English;
Ability to specialize in the use of office automation equipment and act as a resource to others;
Ability to carry out complex oral and written directions;
Clerical aptitude; mental alertness; good judgment; tact and courtesy.
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) High school graduation and three years of progressively responsible clerical experience;
- OR: (B) Successful completion of three years of study (90 credits) at a regionally accredited or New York State recognized college or university.
- OR: (C) An equivalent combination of the training and experience indicated in (A) and (B) above.

Must be 18 years old.
Possession of a valid NYS Driver's license required.
Experience in utility billing is preferred.

SUBMIT COVER LETTER, RESUME & [DUTCHESS COUNTY APPLICATION OF EMPLOYMENT \(link to application\)](#):

***** Resumes submitted without completed [DC Application of Employment](#) will NOT be considered. *****

Dutchess County Water & Wastewater Authority
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