

**City of Covington**  
**CAREER OPPORTUNITIES POSTING**

---

**JOB TITLE:** Utility Billing Technician  
**FLSA:** Non-Exempt

---

*The following statements are intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties and skills required.*

**To Apply** – All interested must fill out an application at 100 West Washington 2<sup>nd</sup> floor and submit to Personnel before 12:00 noon, February 6<sup>th</sup>.

**GENERAL SUMMARY:**

Performs routine and complex clerical, administrative, data processing work in utility billing, various public works/utilities invoicing and other public works/utilities services.

**EXAMPLE OF ESSENTIAL DUTIES:**

- Opens, when appropriate, and routes incoming mail
- Types correspondence, minutes, reports, drafts, newsletter, and other materials.
- Answers telephone, directs calls to the appropriate individual, and/or handles calls independently.
- Co-ordinates gas inspection appointments.
- Greets visitors, and provides information and customer service.
- Supports accounting, budgetary functions, inventory, and purchasing functions.
- Maintains meter history records for utility billing.
- Responsible for the process of utility billing.
- Cross-trains in all administrative functions to include ITRON computerized Utility Billing System.
- Uploads and downloads all routes using the ITRON system.
- Co-ordinates meter reading Schedule.

**MINIMUM QUALIFICATIONS/EDUCATION/EXPERIENCE:**

- Two years of related college level course work
- Two years related experience
- Any equivalent combination of education and work experience which demonstrates the capability to perform essential functions of the job

**NECESSARY KNOWLEDGE SKILLS AND ABILITIES:**

(A) Considerable knowledge in personal computers and data processing and accounting; Knowledge of business English and Math; Knowledge of modern office practices, procedures and equipment;

(B) Skill in operating listed tools and equipment:

(C) Ability to type; communicate effectively verbally and in writing; Ability to understand and follow oral and written instructions; Ability to express ideas clearly, concisely, and objectively; Ability to be neat and organized in work and appearance; Ability to establish and maintain effective working relationships with employees, supervisors, and the public.

**SALARY:**

- Full-time Monday – Friday 40 hrs. wk
- Grade 8 Starting pay \$14.03 will be based on experience
- One position

**Test Required:**

6 month probationary period, drug screen and physical

**WORKING CONDITIONS AND PHYSICAL EFFORT:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**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.

The noise level in the work environment is usually quiet.