JOB DESCRIPTION
EXHIBIT "A"

Utility Administrative Clerk

DEFINITION

To act as the telephone receptionist; monitor the two-way radio and stay in contact with the field personnel as needed; completing paperwork and calling out for Dig alerts; prepare and deliver outgoing mail and pick up and sort incoming mail; assist in a variety of clerical duties.

EXAMPLE OF DUTIES:

Monitor the two-way radio, answer all "water base" calls, and relay messages to the field personnel as needed. Will answer all incoming telephone calls and direct those calls to the proper department or person for assistance if necessary.

Handle reports of water leaks, prepare work orders, and dispatch trouble shooters as necessary. Keep track of all leaks or water outages and notify the necessary agencies as required. Call Dig Alerts and other utility companies for line locations.

Assist the Accounting Department, type purchase orders, file and copy documents, and fill in as needed.

Pick up and deliver mail daily. Prepare items for mailing and sort the incoming mail. Prepares incoming payments for the Accounting Department.

Notify necessary agencies of road closures.

Prepare and maintain records for main leaks, bleeder problems, hydrant repairs, Dig Alerts, and watering exemption permits.

Perform related duties as requested.

QUALIFICATIONS, KNOWLEDGE, AND SKILLS

Minimum: High school graduate; experience in answering telephones; public contact work; ability to perform mathematical calculations quickly and accurately; basic knowledge in operating a typewriter and 10-key adding machine.

Desirable: Experience in handling heavy telephone traffic and experience in dealing with multiple priorities at the same time; organizational skills; public relations experience; radio dispatching experience and assertiveness skills.