

**JOB POSTING NOTICE
TOWN OF WEYMOUTH
Human Resource Department**

Position: Principal Clerk - Utility Billing **Department:** DPW – Water Division

Manager: Kenan Connell

Starting Salary: \$49,413.31/annually

Full Salary Range: \$49,413.31 to \$62,867.47

Full Salary Range eff. 07/01/2024: \$50,895.71 to \$64,753.49

Posting Date: May 13, 2024

Posting Close Date: May 28, 2024

Position Description:

The Town of Weymouth is currently accepting applications for a Principal Clerk for the Water Department. This position will be responsible for all utility billing functions including: bill processing, bill run editing, proofing, customer service and computer work requiring technical knowledge of the operations of the Water & Sewer Department and related work as required. Makes frequent contact with the general public in responding to inquiries relating to billing, payments and appointment scheduling. Creates and maintains moderately complex computerized financial records utilizing computer system, i.e., word processing, spreadsheets and data base programs. Assists the public seeking information or making applications requiring interpretation of departmental policies and regulations. Receives complaints and requests personally, by telephone or letter and resolves them or relays them for attention and correction. Considerable effort is required to detect errors, which could be costly to correct and could adversely affect the work of others.

Minimum Qualifications:

Education and Experience:

Associate's Degree in accounting or business preferred; high school graduate; computer experience as well as five year's experience in responsible office and clerical work in computer billing; or an equivalent combination of education and experience. Ability to meet and deal with people appropriately and effectively. Well developed math and computer skills along with experience in Microsoft Word, Excel, Access and Munis Municipal Information Software (MUNIS) are desired.

Background Check:

All candidates that are offered a position with the Town must successfully complete a background investigation, which includes a pre-employment physical, pre-placement drug test and a CORI/SORI search

The Town of Weymouth is an AA/EEO employer.