

**Asotin County  
Human Resources Department  
P.O. Box 250  
Asotin WA 99402**

**JOB POSTING**

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY PROTECTED STATUS.

DATE OF POSTING: November 27, 2022

CLOSING DATE: Open until filled

ANYONE WISHING TO BE CONSIDERED FOR THIS POSITION MUST SUBMIT THEIR APPLICATION TO THE **BOARD OF COUNTY COMMISSIONERS/HUMAN RESOURCES DEPARTMENT.**

**FIRST CONSIDERATION WILL BE GIVEN TO REGULAR "FULL-TIME" OR REGULAR "PART-TIME" EMPLOYEES CURRENTLY WORKING FOR ASOTIN COUNTY.**

POSITION TITLE: Stormwater Utility Clerk  
(32 hour/week) (Under Collective Bargaining)

DEPARTMENT: Public Works

REPORTS TO: Stormwater Coordinator

RATE OF PAY: \$17.14 per hour

SUMMARY: Performs varied accounting, bookkeeping, and clerical work on a day-to-day basis. Provide customer service by phone and in person. Accept payment for utility accounts and other fees. General office duties such as filing, copying, and data entry.

DUTIES AND RESPONSIBILITIES: See attached job description

In compliance with the Immigration Reform and Control Act of 1986, Asotin County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at the time of hire.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER  
DRUG-FREE WORKPLACE  
AMERICANS WITH DISABILITIES ACT  
Persons requiring accommodation should advise us of that need.**

**An Asotin County Job Application is Required. Drug test and Background check conducted**

## ASOTIN COUNTY JOB DESCRIPTION

**POSITION TITLE:** Stormwater Utility Clerk (Under Collective Bargaining)

**REPORTS TO:** Stormwater Coordinator

**SUMMARY:** Performs varied accounting, bookkeeping, and clerical work. Provide customer service by phone and in person. Accepts payments for utility accounts and other fees. General office duties such as filing, copying, and data entry are included as well.

**NATURE OF WORK:** Perform many bookkeeping functions on a day-to-day basis. Provide good customer service to utility customers of Asotin County. Manage cash accurately and efficiently.

**EXAMPLES OF DUTIES:** (including but not limited to):

- Balance and reconcile cash, and prepare deposits
- Accounting/bookkeeping payables and receivables
- Prepare and mail utility bills on a quarterly basis
- Prepare and mail monthly delinquent notices to customers
- Monitor overdue accounts
- Research and correct utility accounts
- Resolve problems related to utility accounts
- Microsoft Proficient
- Processing mail and correspondence
- Must maintain strict confidentiality
- Keyboarding and data entry
- Comply with all County policies and procedures
- Provide customer service
- Set up and maintain a wide variety of filing and indexing systems relative to the functions of the department
- Prepare and pay quarterly Excise and B&O taxes
- Plans and arranges own work, referring unusual cases to the Financial Analyst or Stormwater Coordinator who also reviews work for quality and thoroughness
- Answer public inquires about Stormwater Utility accounts
- Prepare statistical reports
- Assist in grant project tracking and reimbursements
- Performs additional duties as required

**ESSENTIAL FUNCTIONS:**

The ability to read, write, speak and comprehend the English language. Physical abilities included standing and/or sitting for extended periods of time, reaching, bending, stooping, squatting, twisting, pulling, and fingering.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of bookkeeping or accounting principles and practices.
- Skill in operating personal computer, printer, typewriter, 10-key calculator, multi-line phone, copy machine, fax machine, postage machine.
- Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/ or frequent interruptions. Ability to work well with public.
- Perform all tasks under strict time and efficiency requirements
- Understand and carry out oral and/or written instructions
- Work independently
- Perform duties with responsibility and accuracy
- Meet and deal with the public in a pleasant and courteous manner, even during stressful situations
- Able to lift 25+ pounds
- Physically perform the essential functions of the job
- Work independently with little or no supervision

**EXPERIENCE, EDUCATION, AND TRAINING:**

Graduation from High school diploma or its equivalent (GED), two-year AA college degree in business accounting, or equivalent formal training in accounting preferred. Two years of progressive bookkeeping experience preferred. Prefer a minimum of three years prior experience in an office setting. Previous experience dealing with confidential matters and working under deadlines. Learn specialized, complex computer systems and programs.

OR

Substituting, on a month for month basis, any combination of experience, education, and training which would provide the level of knowledge and ability required.

Must have a valid driver's license to travel to training, meeting, conferences.

Prior to employment, employee must clear a criminal background check and pre-employment drug screening.