



NORTHERN MORAINÉ W R D

Job Description District Clerk

Effective Date: 05.12.2021
FSLA Status: Non-Exempt

Pay Range:
Unit 2 Grade 7; (Effective 05.11.21 is \$25.38-\$29.84-\$34.33)

Nature of Work:

The District Clerk is a confidential employe responsible for administrative, business-related and fiscal functions for the District. Tasks involve responsibility for utility billing and collections along with the maintenance of related utility customer records. Responsibilities also include issuing permits, maintaining District files, compliance with statutory duties for municipal clerks, assuring compliance with all Open Meeting Act requirements, Freedom of Information Act requirements, fiscal reporting requirement in all respects, filing of the annual tax levy and abatements, records disposal, posting of meeting agenda, posting notices of meetings and various public hearings, posting notices of trustee vacancies, assisting with the annual audit as needed, preparing the annual tax levy in accordance with "truth in taxation" requirements, processing and issuing permits, responding to internal and external inquiries, performing a variety of administrative duties related to the District's financial records. The District Clerk is required to attend all Board Meetings and record the meeting minutes. Work is performed in accordance with established accounting practices and procedures.

Tasks also include customer service and maintaining a professional relationship with other agencies. Attention to detail and ability to meet deadlines are crucial. Work also involves providing customer service to customers, handling billing problems, account maintenance, sending out past due notices and authorizing service shut offs. Work involves responsibility for performing general clerical work, balancing daily receipts, posting of daily cash payments, preparation of accounts receivable, initiation of past due invoices and initiating collections. Work also involves the handling of customers at the counter and operating the switchboard.

Examples of Essential Job Functions:

Post board meeting schedule, post the holiday schedule and utility billing schedule on the website.

Draft tax abatement ordinance and submit to appropriate agencies. Complete and file annual property assessment certifications with county clerks.

Prepare annual records disposal certificate to be filed with State Records Disposal in Springfield.

Assist with the completion and filing of annual NPDES financial report with IEPA

Assist with drafting and posting of board meeting agendas.

Attend Board meetings and prepare board meeting minutes. Be annually certified per Open Meetings Act.

Maintain District's documents filing system. Be annually certified per FOIA act.

Assist District Manager with various functions.

Maintains confidential employee records.



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Assist with fiscal budget preparation. Close out fiscal year and prepare for annual audit and file fiscal year documents after audit has been completed. Prepare annual appropriation ordinance and file as required with appropriate agencies.

Prepare annual statement of receipts and disbursements for publication. Submit certified copies of budget and appropriation ordinance with publication certificates to the appropriate agencies.

Prepare and file annual prevailing wage resolution.

Prepare utility billing and connection fee rate reports to facilitate adjustment determinations.

Prepare and publish tax levy notice, prepare tax levy ordinance, publish adoption of tax levy notice and submit certified copy of tax levy with publication certificates to the appropriate agencies.

Prepare and publish adoption of utility billing and/or connection fee ordinance.

Ability to perform routine accounting duties assigned to Assistant Clerk, including the following functions: post miscellaneous cash receipts, post miscellaneous journal entries, post invoices, print checks and check register, import utility billing and payroll into accounting, month end reports, prepare treasurer's report, reconcile bank statements, maintain chart of accounts.

Complete the transfer of funds from savings to checking, initiate wire transfers, sign and seal official documents, prepare packets of information for trustees before each board meeting and make bank deposits.

Deliver Board packets to Trustees' homes.

Communicate with customers by telephone, email and in person, answering questions and providing them with information; resolves billing problems; sets up new accounts; updates billing information; sets up payment plans; handles request for service calls, set ups and billing for special services.

Accepts and inputs payments for sewer bills, miscellaneous payments and permits; verifies payments against bills or invoices; enters receipts into cash register; posts sewer bills; balances cash receipts, endorses checks and posts into the accounting system; performs data entry functions.

Processes water meter readings; enters data into the utility billing database; runs edits and corrections for actual meter readings and estimates and updates meter readings accordingly; writes up service requests;

Receives and processes customer payments, making appropriate adjustments to customer's accounts; sends out late notices; arranges payment schedules for delinquent accounts, including penalties; initiates subsequent shut off process, if necessary.

Monitors and processes any special requests or special meter readings and runs related programs; processes refunds; sends out letters to customers as appropriate.

Processes monthly reports.

Processes service requests and schedules appointments for service and other items.

Maintains District records of names and addresses of customers with accounts, providing corrections and updates as needed. Adds notes for foreclosures or other actions.



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Processes monthly billing, export file to printing company, proofs file and approves bills.

Performs the duties of other District clerical Staff on a relief basis; services front counter as needed.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

Operates a telephone or telephone switchboard in answering incoming calls to the District; greets, refers, directs, and informs the general public.

Maintains records, enters data and prepares past due invoices for various bills; types and prepares liens to send to the County for non-payment of bills.

Collects, opens, sorts and distributes mail.

Performs routine office duties such as typing, copying, and filing; prepares correspondences and notices.

Fills in for and performs miscellaneous duties of other Clerical Staff, as needed.

May supervise the work of other Administrative staff members.

Maintains confidential and sensitive information.

Follows safe work practices.

Other Job Functions

Performs related duties as assigned.

Requirements of Work

Graduation from high school, including or supplemented by courses in bookkeeping and modern office practices; experience in accounting clerical or customer service work, preferably including experience with computerized systems; or any equivalent combination of training and experience that provides the following knowledge, abilities and skills:

Moderate experience with utility billing practices and software.

Working level of proficiency with QuickBooks or other accounting software.

Considerable knowledge of advanced bookkeeping principles and procedures and business mathematics.

Thorough understanding of utility billing practices and software.

Considerable knowledge of modern office management practices, etiquette, procedures, and equipment.

Knowledge of basic principles involved in computerized accounting systems.

Knowledge of utility functions and the utility billing operation in a wastewater or water utility or municipal environment.



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Ability to appropriately and accurately respond to questions and requests of customers and other employees.

Ability to operate a personal computer with the software and programs necessary to perform the work of the District.

Ability to prepare basic business correspondence.

Ability to communicate effectively, both orally and in writing.

Ability to perform arithmetic calculations quickly and accurately.

Ability to establish and maintain effective working relationships with other employees.

Skill in dealing with the public and providing good customer service.

Skill in the operation of devices using alphanumeric keyboards.

Knowledge of business English, grammar, and punctuation.

Ability to learn assigned clerical tasks readily and to adhere to prescribed District procedures.

Ability to maintain routine financial records, and to prepare clerical and routine financial reports.

Ability to work a switchboard and cash register.

Ability to make decisions in accordance with district procedures and regulations and apply these to work problems.

Ability to communicate in Spanish would be beneficial.

Necessary Special Requirements

None.

Physical Demands

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.

Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.