

**VILLAGE OF CIMARRON
JOB DESCRIPTION - UTILITY CLERK
PERMANENT FULL TIME POSITION**

CLASSIFICATION: Employee shall work 40 hours per week. Monday-Friday from 8:00 a.m. to 5:00 p.m. May be required to work after 5:00 p.m. and occasionally on weekends.

SALARY: The present salary is \$10.00 per hour, depending on experience. Every year the employee's wages will be considered for a raise, on several factors: performance evaluations, continuing education classification, merit, cost of living, availability of budget and other lawful factors.

DUTIES: Answering phone lines, dispatching water department radio, waiting on customers, sort out mail, receive packages, notify customers that water will be off for repairs, update address files, go to post office and bank, schedule chamber room for meetings, voter registrations, receipt and deposit all income daily, issue 1099 misc. tax forms. *Other tasks as required.*

Water, Sewer & Solid Waste billing: receipt, depositing, balancing and posting of all receivables, enter readings, mail bills, prepare delinquent list and mail notices. Set up new accounts for new connections/plant investments, water meter collection and refund.

Miscellaneous Billings: Business registration, Business license, Franchise Tax, Liquor license, pet license, building permits, burn permits, cemetery plots, Lodgers tax. Send bills, delinquent notices, issue permits and licenses.

Reports: Water/sewer/solid waste monthly closing, water department plant report, delinquent report, fluoridation, turbidity, water usage, meter deposit, water conservation, and gross receipts. Send updated list of new homes, new property owners to the County Assessor as needed.

SUPERVISOR: The Clerk Administrator is the Direct Supervisor.

Applications may be picked up and dropped off at the Village Hall, 356B E. 9th Street, Cimarron NM 87714 (575) 376-2232 Monday through Friday from 8:00am – 5:00pm. Resumes and letters of interest should accompany application. Position is open until filled. The Village is an equal opportunity employer and complies with the American disability Act Requirements.