

CITY OF CHRISTOPHER

NOTICE OF JOB OPENING

WATER CLERK

The City of Christopher is accepting applications and resumes for the position of Water Clerk.

The Water Clerk is responsible for water and sewer billing, maintaining customer accounts and records, processing payments, assisting the public with account questions, preparing deposits and reports, and performing other clerical duties as assigned.

QUALIFICATIONS

- High school diploma or equivalent preferred.
- Clerical, bookkeeping, billing, utility, or customer service experience preferred.
- Must be able to work effectively with the public and maintain accurate and confidential records.
- Must be able to perform the essential duties of the position.
- Knowledge and working ability of Microsoft Word and Microsoft Excel

APPLICATION INFORMATION

Interested applicants should submit a completed application and resume to:

City of Christopher City Hall
208 North Thomas Street
Christopher, IL 62822

Applications and resumes must be received by **November 2, 2026 at 4 P.M.**

The City of Christopher is an Equal Opportunity Employer.

The City reserves the right to accept or reject any or all applications and to select the candidate it determines best meets the needs of the City.

CITY OF CHRISTOPHER

WATER CLERK JOB DESCRIPTION

Position Title: Water Clerk

Department: Water Department / City Hall

Reports To: Mayor, and/or Water & Sewer Superintendent

Employment Status: Full Time

POSITION SUMMARY

The Water Clerk is responsible for maintaining accurate water and sewer customer records, billing and payment processing, customer service, account administration, and other clerical duties related to the City's water and sewer services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain accurate customer water and sewer accounts and records.
- Enter and maintain water meter readings and prepare monthly water and sewer bills.
- Receive and process water and sewer payments and issue receipts.
- Maintain records of delinquent accounts and prepare notices as directed by the City.
- Assist customers with questions concerning bills, meter readings, payments, and account status.
- Process new service accounts, account transfers, and service cancellations.
- Maintain customer addresses, contact information, and account changes.
- Prepare deposits and maintain accurate records of money received.
- Balance daily collections and billing records.
- Prepare reports and information requested by the Mayor, City Clerk, Treasurer, or other authorized City officials.
- Coordinate with Public Works and the Water & Sewer Department regarding meter problems, service issues, leaks, shutoffs, and other customer concerns.
- Maintain confidentiality of customer and City records.
- File and maintain documents in an organized manner.
- Assist with preparation of records for audits and financial reporting.
- Perform other clerical or administrative duties as assigned by the City.

CUSTOMER SERVICE

The Water Clerk shall provide courteous and professional service to the public and shall handle customer complaints and questions in a fair and consistent manner. Matters requiring field investigation, repairs, adjustments, or enforcement shall be referred to the appropriate City official or department.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to perform basic mathematical calculations and maintain accurate financial records.
- Ability to operate computers, billing software, office equipment, and payment-processing equipment.
- Ability to maintain accurate and organized records.
- Ability to communicate effectively with the public, City employees, and City officials.
- Ability to maintain confidentiality.
- Ability to follow City policies, procedures, and applicable laws.
- Ability to work independently and meet established deadlines
- Knowledge and working ability of Microsoft Word and Microsoft Excel.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent preferred.
- Previous clerical, billing, bookkeeping, utility, or customer-service experience preferred.
- Must be able to successfully perform the essential functions of the position.

PHYSICAL REQUIREMENTS

The position is primarily office-based and requires the ability to sit, stand, walk, use a computer and telephone, handle paperwork, and occasionally lift or carry office materials.

SUPERVISORY RESPONSIBILITY

The Water Clerk does not have supervisory authority unless specifically assigned by the Mayor or other authorized City official.

EQUAL OPPORTUNITY EMPLOYER

The City of Christopher is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, or any other status protected by applicable federal, state, or local law. The City is committed to providing equal employment opportunities to all qualified applicants and employees.

DISCLAIMER

This job description is intended to describe the general nature and level of work performed by the Water Clerk. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions. The City of Christopher reserves the right to modify duties and responsibilities as operational needs require.