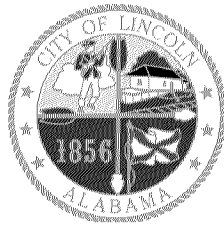


Mayor  
Carroll L. "Lew" Watson



City Clerk  
Laura S. Carmack

Council Members  
Sadie S. Britt  
Billy Pearson  
Jennie Jones  
Shelly L. Barnhart  
Joey Callahan

## City of Lincoln

### NOTICE OF VACANCY

The City of Lincoln City Clerk's Office has a job vacancy for Revenue Clerk Code 204. Attached is a copy of the job description. If you are interested in applying for this position, please submit an application to Sara Calfee at [sara.calfee@lincolnal.org](mailto:sara.calfee@lincolnal.org).

Applications will be taken until the position is filled.

**JOB DESCRIPTION  
CITY OF LINCOLN, ALABAMA  
CITY CLERK'S OFFICE**

**REVENUE CLERK**

**CODE: 204**

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**JOB DEFINITION**

This is a working position responsible for a variety of general and complex clerical duties in support of the city's collection of payments for utility bills, business licenses, permits, and tax payments. Preparing and auditing utility bills, insuring proper balancing of accounts, renewing business licenses, and providing effective assistance to the general public make up the responsibilities of this position. Incumbent works under the general supervision of the city clerk/treasurer.

**ESSENTIAL FUNCTIONS**

- Prepare for daily customer service operations to include: moving cash to its proper window locations; balancing daily cash drawers; and unlocking doors.
- Perform data entry for new accounts and account transfers; calculate service charges; prepare and distribute billing documents; process delinquent service disconnects.
- Verify correct billing amount with customer account; prepare and balance entries on computer system including cash payments; verify, record and balance prepared vouchers and adjustments including accounts receivable deposits and the initiation or termination of utilities service.
- Balance receipts for petty cash as assigned; maintain and issue vouchers for petty cash; request fund replenishment as necessary; process drop box payments.
- Screen and direct calls and visitors as appropriate; answer questions and provide information to the public; refer citizen and client complaints and questions to appropriate department staff member for resolution; research accounts for customers as necessary.
- Prepare for daily customer service operations to include: moving cash to its proper window locations; balancing daily cash drawers; and the resolving of complaints.
- Balance receipts for petty cash as assigned; maintain and issue vouchers for petty cash; request fund replenishment as necessary; process drop box payments (if applicable).
- Maintain a variety of files and filing systems; prepare, maintain and update various records; research and verify information as requested.
- Prepare and review a variety of correspondence, reports, corrected billings and documents as assigned; complete various forms; prepare and distribute reports for review and use; prepare and maintain a variety of forms used by an assigned department.
- Provide clerical support to assist designated department staff in the completion of their duties and responsibilities.
- Assist the business community in the issuance and/or renewal of general business licenses
- Assist the business community in the issuance and/or renewal of general business licenses and permits.
- Assist auditors during annual audit.
- Perform cashier and other job related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of proper public contact and telephone etiquette, modern office procedures, methods, and computer equipment.
- Considerable knowledge of basic business letter writing to include English usage, spelling, grammar, and punctuation.
- Considerable knowledge of general bookkeeping practices, basic principles and procedures of record keeping, and the fundamentals of filing.
- Skill in typing various documents and correspondence.
- Skill in operating various types of office equipment including computers and adding machines.
- Ability to tactfully respond to requests and inquiries from the general public.
- Ability to learn city and department policies and procedures.
- Ability to simultaneously perform a variety of clerical functions.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to work independently in the absence of supervision and communicate clearly and concisely, both orally and in writing.

**QUALIFICATIONS**

- Must be a graduate of an accredited high school or hold a certificate of high school equivalency (GED).
- Must possess above average computer skills, preferably with knowledge of *Microsoft Windows*® systems and applications.
- Must have general working knowledge of related office equipment.
- Must possess a valid Alabama driver's license and a driving record suitable for insurability.
- Must be willing to work non-standard hours and overtime as required.
- Must be willing to travel overnight to attend continuing education courses and workshops.
- Must be physically able to perform the duties of the position.