Job Advertisement
City of Onamia
Utility Billing Clerk

The City of Onamia has one (1) open position for a Utility Billing Clerk. The Utility Billing Clerk position is scheduled to work thirty-two (32) hours per week. This person must be a team player and have excellent customer service skills. This position is responsible for providing quality administrative assistance and support services to the city clerk, focusing on duties associated with utility billing, customer service, the administration of municipal elections, city record management, preparation and transcribing Planning Commission meeting minutes, and other duties as assigned.

Qualified applicants must be able to work with the public with efficiency and courtesy.

The 2025 starting wage is $18.85 per hour. Working hours are Monday, Tuesday, Thursday, and Friday 8:00am-4:00pm. An excellent benefit package is offered.

Minimum qualifications: high school diploma/GED, accounting and/or general office experience, customer service and computer experience using word processing and spreadsheets.

The deadline to submit applications is Friday, May 2, 2025, at 4:00pm, with application reviews beginning on May 5, 2025. See the full job description below. Job Application can be picked up at city hall or an online application is available at https://www.onamiamn.com/

Submit applications to 621 Main Street West, P.O. Box 186, Onamia MN 56359. Or email application to michelle@onamiamn.gov The City of Onamia is an Equal Employment Opportunity.

CITY OF ONAMIA

Employee Name:	**Classification Title:**
Department: Administration	**Working Title:** Utility Billing Clerk
Accountable To: City Clerk	**Starting Wage:** $18.85
☐Full-time ☒Part-time Thirty-two (32) hours per week.	Monday, Tuesday, Thursday, Friday. 8:00am-4:00pm.

POSITION SUMMARY

Provide quality administrative assistance and support services to the city clerk/treasurer as assigned, keeping accurate records associated with utility billing, customer service, the administration of municipal elections, city record management, preparation and transcribing of Planning Commission meeting minutes, and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for preparation and organization of planning commission meetings, attending and recording planning commission minutes.
  - Maintains web pages associated with the city council and city clerk's office.
  - Prepares a variety of reports and files with appropriate state, federal and county offices.
  - Responsible for Utility Billing, collections and related reports.
  - Issues dog licenses.
  - Assists with the publication of all ordinances and legal notices.
  - Assists in maintenance of official city records as required by policy or statute.
  - Maintains and manages ordinances, resolutions, minutes, agenda packets, and other official city records. Ensures information is accurate, complete and property indexed.
  - Performs other duties consistent with the responsibilities of the position as apparent or assigned.

- **Reception and Customer Service**
  - Provides customer service effectively and efficiently to the citizens of the City of Onamia and other constituents.
  - Receives requests, complaints and information from the public and transmits to staff and/or Council to process as needed.
  - Answers phone and provides information and assistance to the public on request. Assists them by answering questions, researching records, directing them to the appropriate person or recording and transmitting messages to City staff or officials.

- **Elections**
  - Assists with the administration of municipal elections in accordance with

state and county requirements.
    - Assists with pre-election and post-election duties.
    - Assists in administrative functions related to state and federal elections
    - Provides information and assistance upon inquiry to the public pertaining to elections, voter registration and other matters as needed.
    - Obtains general knowledge of election law, rules, and procedures to provide accurate information to the public.
    - Provides support and assistance in preparing and execution of election administration duties.
    - Works a flexible schedule including evenings to coordinate all election activities as well as setting up for elections.
    - Acts as a Notary Public.

Knowledge, Skills and Abilities

- Thorough knowledge of city and department policies and procedures.
- Thorough knowledge of and ability to use Microsoft Office Suite.
- Knowledge of Minnesota election law, election procedures and operations.
- Knowledge of trends in records management and Open Meeting Laws.
- Knowledge of city ordinances, resolutions and policies.
- Knowledge of laws, rules and regulations affecting city government.
- Knowledge of the principles and practices of providing excellent customer services.
- Skilled in project management and multi-tasking, monitoring timeframes, meeting deadlines, preparing official documents, time management and organization.
- Skilled in operating office equipment.
- Ability to effectively manage workload and time commitments
- Ability to establish and maintain good working relationship with the general public, city staff, elected officials, other agencies, school districts, vendors, contractors, and others.
- Ability to work independently
- Ability to maintain accurate and complete records and files.
- Ability to communicate effectively both orally and in writing with City Staff, State, and County officials, elected officials, and the public.
- Ability to prioritize work, research and solve problems.
- Ability to account for and handle money.
- Ability to compose correspondence, minutes, reports and other written materials.
- Must be detail oriented, adaptable, flexible, and a quick learner.

Licenses/Certificates

- Notary Public commission or the ability to obtain it within six months.

MINIMUM QUALIFICATIONS

- Hight School Diploma or GED.
- Two years' experience in general office environment working with the public.
- Must be able to work independently, manage multiple tasks, be detail-oriented,

meet deadlines, retain confidentiality, and work effectively under pressure.

Preferred Qualifications

- Previous election experience, such as Election Judge or other related experience
- Elections administration experience in a government role.
- Previous experience working with official government records
- Three years of experience in billing, clerical, computer and zoning practices and procedures; preferably in municipal government.

PHYSICAL REQUIREMENTS

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities.