

GENESEE COUNTY
WATER BILL COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the collection of monies due for water/wastewater service supplied to customers. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Receives payments for water/wastewater bills;
Make deposits for funds received;
Keep records and make reconciliations on accounts;
Answer inquiries concerning charges.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL

CHARACTERISTICS: Working knowledge of Arithmetic and English; ability to keep simple accounts; ability to write legibly; ability to communicate well; accuracy and neatness.

MINIMUM QUALIFICATIONS: Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class
Non-Competitive (PT)
Adopted 12/1/75
Revised 5/28/97, 12/12/97
6/3/2020, 11/17/23