



The Town of East Greenbush is currently seeking applications to fill the position of **Full Time Clerk – Water and Sewer Department**.

This position is responsible for maintaining the records of the Water and Sewer utility customers within the Town of East Greenbush which include the processing, mailing, and posting of customer bills/payments, as well as, assisting the Receiver of Taxes with the collection of payments when needed. The Clerk within the Water and Sewer Department communicates with customers to provide information and resolve inquiries pertaining to charges and services, and also works closely with the Receiver of Taxes, Assessor and Building and Planning departments. Work is performed under the general supervision of the Commissioner of Public Works. The Clerk position within the Water and Sewer department is a unionized position affording the incumbent collective bargaining rights under the CSEA Local 842/Unit 825700. This is an excellent opportunity to join and make contributions to a busy municipal buildings/Water and Sewer department within a growing community.

#### Typical Responsibilities:

- Maintains electronic and paper files on all properties connected to water and sewer which includes the compilation and entry of meter reading information into the billing system utilized by the department;
- Processes and mails customer bills/invoices (quarterly billing of consumption charges); also handles the miscellaneous invoicing of surcharges, hydrant testing, bulk water, etc.;
- Posts customer payments into the billing system utilized by the department, including the posting of late penalties and related notices. May assist the Receiver of Taxes with the collection of customer payments as needed.
- Issues and tracks permits and road bonds;
- Completes daily, weekly, monthly, quarterly and annual reports which include:
  - Daily tracking reports for billed water and sewer consumption and invoices
  - Weekly backflow reports
  - Monthly reports to the Town Comptroller, as well as, monthly new connections and surcharge billing reports
  - Quarterly customer lists, usage reports and reports to neighboring jurisdictions including Rensselaer, North Greenbush and Schodack
  - Annual relevy (reconciliation of delinquent payments onto tax roll at year end), hydrant flushing and lead and copper reports (Mercury appointments made every three years)
- Schedules appointments for the Water and Sewer Department crew members;
- Works closely with the Building and Planning departments with the permit process, the Receiver of Taxes with the collection and posting of customer payments and with the Assessor by providing assistance with various tax-related records;
- Performs related work as required, or as the situation dictates.

#### Required Knowledge, Skills & Abilities:

- Ability to use a PC-based network, spreadsheet (Excel) and word processing applications (Word), and ability to perform arithmetic computations accurately and quickly.
- Well-developed communication skills, both verbal and written.
- Strong organizational and time management skills to effectively maintain a smooth flow of record keeping and information processing;
- Ability to establish successful working relationships;
- Required to pass the Clerk Civil Service Exam to be eligible for permanent appointment.

#### Minimum Qualifications:

- High school diploma, GED, or equivalent required;
- Associate's degree in accounting or a related field a plus, and previous experience involving billing, record keeping and office experience preferred;
- Other things being equal, preference will be given to Town of East Greenbush residents.

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All applications must be submitted to the Supervisor's Office no later than **Friday, November 19th, 2021**.

Interested applicants should submit a resume, cover letter, and three (3) references by mail or email to Lisa O'Brien at 225 Columbia Turnpike, Rensselaer, NY 12144; [lobrien@eastgreenbush.org](mailto:lobrien@eastgreenbush.org)