

# *Village of South Point*

Jeff Gaskin, Mayor

415 Solida Rd

South Point OH 45680

Phone 740 377-4838

Fax 740 377-0043

Utilities 740 377-2304

E-mail [southpoint@zoominternet.net](mailto:southpoint@zoominternet.net)

Web [www.villageofsouthpoint.com](http://www.villageofsouthpoint.com)

Russ McDonald  
Administrator

Randall Lambert  
Solicitor

Mark Davidson  
Fiscal Officer

November 17, 2020

## **Utilities Clerk Position Available**

The Village of South Point is now accepting applications for a utilities clerk. Applications can be found at <http://villageofsouthpoint.com/EmploymentAPP.pdf>. Due to COVID-19, all applications are encouraged to be e-mailed or dropped off in our utility drop box located outside the office. Duties include:

- Maintain accurate utility customer accounts by collecting and posting payments in person, by mail, by telephone and any other electronic means.
- Prepare, print and mail the monthly bills, post meter readings, post adjustments to accounts.
- Make bank deposits in a timely manner keeping accurate receipt records. Prepare the monthly transfers to the general fund.
- Keep accurate customer account records up to date as changes occur such as property selling, mailing address changes, etc.
- Any other office duties as directed by the Administrator or Office Manager.
- Must be bondable and pass a BCI background check.

Full-Time

Working hours 8:30 – 4:30 M-F

Employee and family health, life, vision and dental insurance

Rate of pay \$16.00 hr.

Holiday, sick, and vacation leave