

CITY OF NORTH MIAMI EMPLOYMENT ANNOUNCEMENT

**OPEN
COMPETITIVE
CS-1349**

**ACCOUNT CLERK (210)
\$538.02 - \$842.10/week*
(Recruitment #00062)**

**OPEN
COMPETITIVE
CS-1349**

Applications for this classification will be accepted until **Thursday, February 23, 2012**. All qualified applicants will be required to qualify on a written examination in order to be placed on the Eligible List for this position.

Date of Written Exam: To be scheduled. **You must check your email** regularly. If you meet the minimum qualifications, you will be emailed details as to the date, time and location of test. **You must provide an email address. Emails can be set up at your local public library. If no email address is provided, you will not be notified of your status and not considered for the position.**

**GENERAL
STATEMENT OF
DUTIES:**

This employee will be assigned to the Utility Billing Division and will involve public contact work for water and sewer billing functions, including initiating, updating and terminating utility accounts, handling complaints and solving customer problems. This involves frequent public contact working with customer inquiries and issues regarding water and sewer bills in person and by telephone. Responsibilities will include performing manual and computerized clerical/bookkeeping tasks; receiving, posting and balancing utility payments; and other related duties. Computer skills are required to input various data, to review documentation and analyses of utility billing accounts. Accuracy and attention to detail is especially important in this classification.

REQUIREMENTS:

1. Associate's degree or 60 college credit hours in Accounting or High school diploma or GED and two (2) years of full-time work experience in bookkeeping or accounting (**transcripts required at time of application**) and
2. Ability to speak fluently both English and Creole

EXAMINATION:

Written examination based on clerical and bookkeeping skills – Weight: 100%

Those applicants who qualify on the written examination with a qualifying score of 70 or higher will be placed on the Eligible List for this position.

Candidates claiming North Miami residence preference points must present proof of residency **at time of application**.

02/10/12

***Includes an additional 5% Utility Billing Assignment Pay.**

Current North Miami Employees must complete application with all work experience relevant to position applying for. In addition, copies of all documents requested must be submitted at time of application. Only information provided at time of application will be reviewed for eligibility. Personnel Administration will not review employee's personnel file or consider personal knowledge of applicant when determining eligibility.

Candidates must pass a background investigation and medical examination prior to employment. Per Federal law, we hire only U.S. citizens or lawfully authorized aliens who provide proof of their identity and employment eligibility.

VETERAN'S PREFERENCE will be given to eligible veterans and spouses of veterans as outlined in Florida Administrative Code 55A-7, Florida Statutes, Chapter 295 & Chapter 2003-42 Laws of Florida. Candidates claiming veteran's preference must present original or certified copy of DD214 and proof of disability dated within the last twelve (12) months (if applicable) at time of application.

REASONABLE ACCOMMODATION: Personnel Administration will make efforts to reasonably accommodate persons in the examination process. Please advise of special needs in advance by calling (305) 895-9866. The hearing impaired may call (305) 893-7936 (TTY line) for information.

APPLY IN PERSON: Personnel Administration, City Hall, 776 N.E. 125 Street, 8:00 am to 4:45 pm Monday through Friday. Applications available on the City website (www.northmiamifl.gov)

THE CITY OF NORTH MIAMI MAINTAINS AN ALCOHOL AND DRUG FREE WORKPLACE AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, NATIONAL OR ETHNIC ORIGIN, AGE OR DISABILITY.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.