



City of Helena
816 Hwy 52 East
Helena, AL 35080

Administrative Revenue Clerk

Job Type: Full Time

Closing Date: Open until filled

Salary Range: \$34,000 - \$42,000 based on experience

Description:

This position will receive miscellaneous payments to the City and answer general questions to the public. This position will also assist the Revenue Director in tasks assigned.

Principle Duties:

- Accept in person, phone, and point of sale payments for any of the following: LSV permits, yard sale permits, public records copies, fines, cash bonds, dog tags, reimbursements/refunds, fire dues, reinspection fees, registration/rental fees from Parks Department, Concessions payments, burn permits, and any other payments that may come in
- Accept permit applications, business license applications, and any other forms that may be submitted in person and submit to appropriate departments for processing
- Screen and direct calls and visitors as appropriate; answer questions and provide information to the public; refer citizen and client complaints and questions to appropriate department staff members for resolution; research accounts for customers as necessary.
- Maintain a variety of files and filing systems; prepare, maintain and update various records; research and verify information as requested.
- Provide clerical support to assist designated department staff in the completion of their duties and responsibilities.
- Advise departments when packages/orders have been delivered
- Provide Notary services for Helena residents upon request
- Manage Calendar for Council Chambers (Library, Court, City Council, Planning & Zoning, etc.)
- Other duties as assigned

Qualifications

- Ability to maintain certifications and complete continuing education courses related to job duties
- Must be able to be bonded and complete the requirements of becoming a notary public within six months of employment
- Knowledge of proper public contact and telephone etiquette, modern office procedures, methods, and computer equipment, to include familiarity with Microsoft Office
- High School Diploma or GED Equivalent
- Experience in bookkeeping, accounts payable, accounts receivable, or municipal finance is strongly preferred

Work Environment

The work involves office duties.

Physical Duties

The work requires some physical exertion such as long periods of standing; recurring bending, crouching, stooping, stretching, reaching or similar activities; and recurring lifting of moderately heavy items such as record boxes.

Benefits Available for Full-Time Employment

- BCBS Health/Dental (single coverage paid by the City)
- Secondary health insurance (single coverage paid by the City)
- Vision insurance (optional)
- AFLAC policy (optional)
- Retirement through RSA (Tier 2 to Tier 1 benefits available)
- 14 Paid Holidays
- Sick Leave and Vacation Leave

Application Procedure

1. Complete and return an Employment Application Form (available at City Hall and the City's website) and current resume to the City of Helena, attention City Clerk. Incomplete applications will not be considered.
2. Applicant may be required to submit employment verification from current and/or prior employers upon request
3. The City of Helena may extend the application period to ensure an adequate pool of qualified candidates.

General Information Concerning Civil Service Examinations

The City of Helena is an Equal Opportunity Employer. It strives for the constant improvement of public service by employing and developing the best qualified people available regardless of race, color, creed, religion, sex, gender, pregnancy, political beliefs, national origin, age, disability, genetic information, or veteran status.