

LEE COUNTY COMMISSION

Chairman
Jere Colley, *Probate Judge*
Mailing Address:
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Members
Doug Cannon, District 1
Ross Morris, District 2
Jeff Drury, District 3
Tony Langley, District 4
Richard LaGrand, District 5

JOB ANNOUNCEMENT

Job Title: Billing Clerk	Hours of Availability: Monday - Friday; 8am - 4:30pm
Closing Date: February 13, 2025	Position Announcement: COMM01-30-2025
Work Location: Lee County, AL	
Division/Department: Commission Billing	
Reports to: Billing Office Manager	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Pay Range: \$39,719.66 - \$45,677.61

JOB SUMMARY: This position provides customer service, clerical support, and billing duties for the Commission Billing Department.

ESSENTIAL JOB FUNCTIONS:

- Greets visitors and answers multi-line telephones; provides information and assistance; refers to appropriate personnel.
- Provides information to the general public, County employees, contractors and others regarding customer accounts as necessary.
- Files records, forms, and data.
- Verifies eligibility for County Garbage/Recycle service.
- Sets up new customer accounts.
- Verifies eligibility of exemptions from payment for services in accordance with Alabama State law.
- Updates and closes customer accounts as needed.
- Performs departments billing process and ensures statements are mailed on time.
- Receives and secures payment for garbage service.
- Accepts walk-in, telephone, online and postal mail payments, reconciles daily to account for revenue.
- Performs regular audits of active accounts to determine any delinquent accounts and sends delinquent notifications as needed.
- Coordinates with contractor and appropriate staff on any cart deliveries or cart pickups.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Always maintain professionalism.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of county and department regulations, policies, and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of computers and other modern office equipment.
- Ability to correctly count and handle cash and accept various forms of payment.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in the use of job-related software programs.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with County activities and policies.

QUALIFICATIONS:

- High School diploma/GED and one (1) year of related experience, or equivalent.
- Possession of a valid state issued driver's license.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM.

Interested applicants may also fax a completed application to (334) 737-3609 or email to humanresources@leeco.us by the closing date.

Previous applicants should reapply. For more information visit: www.leeco.us.

Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).