

City of Las Vegas Career Opportunity

Applications are being accepted for a full time **Collection Audit Clerk** for the City of Las Vegas Utilities Department.

Entry Level: Per Pay Plan – \$11.70

Nature of Job: This position is responsible for researching the accuracy of the information on customer accounts of correct customer names, billing address, mailing address, meter numbers, meter size, and owner information. Is also responsible for collection of past due accounts and placing liens on properties with past due accounts. Meeting with customers regarding outstanding, delinquent and/or liens and discuss options. Researching on accounts for accuracy of information: such as name on the account, address, social security number, date of birth and amount due on the account. Works closely with personnel at the court house and real estate offices to verify information needed on collections and liens. Visits the court house to find out who the owner of the property is through their data base and recorded documents. Must make every possible effort to communicate with the customer to advise of possible lien being placed on their property. Develops, prepares and reviews all documents needed for collections. These should be written as operating procedures. Keep the Utility Director, Customer Service Supervisor, and Finance Director up to date on all collections and liens. Organizes files related to persons and/or properties in collection or lien status.(A detailed job description is available at the Human Resource Office.)

Qualifications: Bachelor's degree in business or related field required or, any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Five (5) year of experience in customer service for a municipal or private utility agency, with at least one year of supervisory experience.

Posted: General Public: August 12, 2016 thru August 19, 2016

General Public: Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:


Richard R. Trujillo, City Manager


Human Resource Manager