

**Morgan City  
Administrative Lead Utility Clerk  
Job Description**

This position is a full-time position and will work under the direct supervision of the City Manager.

**Office Duties**

*Duties include receptionist activities to all citizens entering the City Office for service and to all incoming telephone calls. Respond to the requirements of all individuals needs or direct to person responsible.*

**Website**

*Updates Utilities Page monthly.*

*Post alerts/messages as needed.*

*Maintains Utilities Page & sub-pages, Business Licensing Page, Transfer Station Page, Parks Page, Events Page, and Animal Control Page.*

**Utilities**

*Work Orders- create, process & follow up*

*Billing: 1<sup>st</sup> day of each month*

*Monthly reads*

*Shut Offs*

*Monthly Garbage Bills (Robinson's and Wasatch Integrated)*

*Account Maintenance weekly.*

*Pull Information for Department Reports as needed.*

*Compute yearly Wheeling Power Bill (January)*

*Special Projects*

*Print Transfer Station Passes*

*Review Closed Accounts that still have balances – Consult with City Manager on Collections of these accounts.*

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*Takes care of returned checks, charges fees and follow-up as necessary to collect returned checks and fees.*

**Quarterly Building Surcharge State Report – Division of Professional Licensing**

**Business licenses.**

*Special Projects – Short Term Rental Ordinance*

*Process renewals – (applications and renewals online)*

*Check business name registration and other registrations if applicable.*

*Process New Licenses – Check business name registration and other registrations if applicable. Check that BL ordinances are complied with. Work with planning that land use ordinance are complied with.*

*Attends Utah Business License Association meetings, and any other pertinent meetings held by other organizations to keep current on regulations. Recommends changes to City Manager as needed.*

*Reviews State Tax Commission lists and corrects as needed. Reviews Sales Tax Report monthly.*

*Miscellaneous questions/research: Working on Short-Term ordinances.*

**Events**

*Collect application & paperwork.*

*Coordinate approvals from Sheriff's Office, Fire Marshal/EMS, City Roads, Parks (if applicable)*

**Park Reservations**

*Open Reservations February/Deactivate Reservations October.*

*Transitioned to online exceptions local, school & church activities still entered manually.*

**Other Duties**

*Perform other duties as required or assigned.*

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*Must be willing to submit to a criminal background check and drug testing for security purposes.*

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent (s) Assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills. Required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and /or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.  
I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

Morgan City is an Equal Opportunity Employer

(Revised June 2024)