

**AN ORDINANCE ADOPTING THE JOB DESCRIPTION
FOR UTILITY BILLING CLERK FOR
THE CITY OF REPUBLIC, MISSOURI**

WHEREAS, the City of Republic believes it necessary to fully describe the responsibilities and duties of the position of Utility Billing Clerk for the City; and

WHEREAS, the City Council believes a full and complete description of the duties and responsibilities of the Utility Billing Clerk for the City would improve and facilitate the process by which the employee is hired.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF REPUBLIC, MISSOURI, AS FOLLOWS:

Section 1. That the attached job description for Utility Billing Clerk for the City of Republic is hereby adopted and to be implemented immediately.

Section 2. That the person hired to fill this position will be advised and informed of his/her job responsibilities and duties as per the job description.

Section 3. That the attached job description shall be utilized in all future hirings for this position.

Section 4. This ordinance shall be in full force and effect from and after its date of passage.

Passed and approved at a regular meeting of the City Council of the City of Republic, Missouri, this _____ day of _____, 2008.

Mayor, James H. Collins

ATTEST:

Brenda Jackson, City Clerk

Approved for Council Action: _____, City Administrator

Approved as to Form: _____, City Attorney