

City & Borough of Wrangell

Position Description

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| Position: Electrical Dispatch Secretary | Position Number: |
| Department/Site: Light Department | FLSA: Non-exempt |
| Evaluated by: Superintendent Electrical Utility | Salary Grade: 16 |

Summary

To perform various duties associated with the dispatching of WML&P crews. Monitor and control of WML&P's distribution system as well as performing various bookkeeping and secretarial duties.

Distinguishing Career Features

The Electrical Dispatch Secretary is responsible for providing administrative support to the Light Department, and must be competent and knowledgeable both in administrative tasks and the in the workings of the department.

Essential Duties and Responsibilities

- Responsible for preparing all forms associated with the day to day activities of WML&P personnel.
- Responsible for all meter records. This includes making sure that all meter numbers and accounts are correct and accurate, that the handheld meter reader is ready for meter reader(s), that all meters have been read each month, and that all department meter records are correct and up to date.
- Responsible for electrical permits and work orders. This includes making sure customers understand how to fill out electrical permit applications, knowing what other documentation must accompany the electrical permit application, filling out customer requested work orders, collecting all related fees, and maintain all related files.
- Maintain and update all department records, files and other materials. Prepare various forms and statements, ensure that all required records and paper work are processed and maintained in an efficient and orderly manner.
- Review monthly delinquent accounts, prepare and review credit contracts for delinquent accounts, including assisting customers to complete contracts pursuant to guidelines developed by the Finance Department.
- Work with City Utility Clerk and/or other Finance Department staff to review and update utility rates in the accounting system.
- Collect, prepare and transmit meter reading data to Finance Department in a timely manner, and respond to customer inquiries regarding their meter readings.
- Assist Public Works Department with secretarial and billing functions (bill processing, answering phones, etc.) as directed by the Electrical Superintendent.
- Performs other related duties as required or assigned. Required to work cooperatively with the public, other external agencies, and other city workers.
- Perform administrative and secretarial duties such as typing, correspondence, and memos. Complete and mail all annual and semi-annual reports.

- **Oversee all material acquisitions including finding vendors, comparing prices, filling out requisitions, making sure purchase orders are issued, and closing out all paperwork upon receipt of materials.**

Qualifications

▪ Knowledge and Skills

Requires the ability to learn and understand the principles of electrical distribution and generation systems. Needs to be competent in dealing with money and be able to process balance and tally sheets on a daily basis. Requires willingness to perform various job related duties as situations require. A strong sense of teamwork, ability to work cooperatively with others, and maintain professional communication both orally and in writing.

▪ Education, Experience and Abilities

Requires a high school diploma. Requires proficiency with Microsoft Office programs including Excel, Word, Outlook, and Access. Requires excellent writing skills including grammar, typing and spelling. Requires experience with or the ability to learn and understand basic electrical drawings and schematics. Requires experience with or the ability to learn and understand electrical metering.

▪ Physical Abilities

This position requires the ability to sit at a desk and use a computer for extended periods of time. Requires ability to lift up to 35 lbs. (receiving and delivering freight).

▪ Licenses and Certificates

Requires current Alaska Driver's License.

▪ Working Conditions

Primarily indoors with minimal safety concerns.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.