



Request for a Special Council meeting

Cheney, Kansas

February 28, 2024

To the Honorable Philip Mize, Mayor of the City of Cheney:

We, the undersigned council members of the City of Cheney, Kansas hereby respectfully request you to call a special meeting of the Cheney City Council to be at the City Hall, 131 N Main, Cheney, Kansas on Wednesday, February 28, 2024 at 7:30 AM for the object and purpose of:

• **EXECUTIVE SESSION**

Motion to enter into executive session to discuss hiring of new police officer and officer performance pursuant to matters related to non-elected personnel KSA 75-4319 (b)(1) at ____ am for ____ minutes with Administrator Young and Chief Ken Winter.

• **CONSIDERATION OF MAYOR MIZE'S APPOINTMENT**

Motion: Appointment of Austin Little as full-time certified police officer.

• **CONSIDERATION OF UPDATES TO JOB DESCRIPTION**

Motion to adopt the changes to the job descriptions of Customer Service Specialist-Court/Utility Clerk.

Jeff Albers

Kassie Gile

Tyler Cramer

Greg Williams

Ryan Graf

I, Philip Mize, Mayor of the City of Cheney, Kansas, do hereby call a special meeting of the governing body of the City of Cheney, Kansas to be held at the time and place as specified in the above request.

Philip Mize, Mayor

CITY OF CHENEY

POSITION DESCRIPTION

Class Title: Customer Service Specialist—Court/Utility Clerk

Department: Administration

Salary Schedule: Hourly, Non-Exempt

Grade 15

POSITION SUMMARY: GENERAL PURPOSE

Performs routine clerical, administrative, and data processing work in the billing of utility and other public services. Performs a wide variety of routine clerical and administrative support work for the Municipal Court.

SUPERVISION RECEIVED:

Works under the general supervision of the City Clerk and Municipal Judge.

SUPERVISION EXERCISED:

Generally none. May supervise part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists citizens with various permits such as burn, building, animal, municipal, regulatory, and other licenses assigned in accordance with the applicable City ordinances and other regulations etc.

Reads computer files or gathers records such as meter books, invoices, ticket books, etc. to compile needed data.

Answers the City's emergency phone line for fire and police, dispatches such services and acts as a conduit for information. Also monitors weather for burn permits and fire department.

Operates and monitors City's base radio for departments utilizing radios.

Enters information into computer by posting transactions to utility records and computes amounts due.

Processes work orders for utility disconnections, reconnections, new orders, and other public works service requests.

Processes meter reading data; prepares and mails utility bills; maintains current customer account files; assists in reconciling utility billing activity with the general ledger.

Receives telephone calls and citizen visits concerning utility billings or services; handles questions and matters of a more technical nature; responds to citizen complaints.

Pursues collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules, customer follow-up account research, preparing liens and write-offs.

Assists in administering criminal proceedings and docketing.

Prepares correspondence and maintains records;

Processes deferrals, jail sentences, probations, pre-sentence matters, failures to appear, failure to pay, and failure to comply notices.

Assists in the coordination of court matters with defendants, defense counsel, City prosecutor, police department, jail, alcohol agencies, and other levels of the criminal justice administration system;

Receives, deposits and accounts for monies from fines, forfeitures and other court receipts;

Prepares reports for state and local agencies;

Receives, logs, and indexes incoming filings, citations and complaints.

Responds to counter, telephone and written inquiries.

Receipts bail, fines and penalties.

Initiates related paperwork as needed by defendants to facilitate their response to a citation or complaint.

Performs primary filing of all papers, dockets, index cards, case files, and case related correspondence.

Constructs new case files, filing and retrieving documents as necessary.

Prepares and maintains appropriate calendars; sets up court hearings.

Prepares files for court use; processes timely notices to defendants of arraignments, trials and hearings.

Responds to requests from Municipal Judge, City Prosecutor, Police Department and others for assistance and information; processes discovery activity required from the office.

Responsible for collecting, balancing, and depositing larger sums of money.

Performs various clerical duties such as filing, typing, accounting, computer data entry, writing receipts, bookkeeping and other related responsibilities.~~answering the phones, greeting and assisting customers and talking messages.~~

Answer incoming telephone calls, greets and assists customers and takes messages regarding questions, concerns and complaints by the public.

Writes receipts and assists with preparing bank deposits and balancing cash drawer.

Gathers and prepares data for studies, reports, and recommendations.

Assists to provide information for public record requests and information to citizens, civic groups and other agencies as requested.

Updates information on the digital sign and website.

Updates the backflow lists and tracks annual backflow inspections.

Assists with the reviews and updates of Utility Plans and creates reports and assists with the inventory spreadsheet for Utility and Maintenance department.

Assists city clerk with special projects.

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DESIRED EDUCATION/EXPERIENCE: DESIRED MINIMUM QUALIFICATIONS

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing.

Any equivalent combination of education and experience, with additional experience substituting for the required college level training or a year for year basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.

Skill in operating office tools and equipment.

Able to read maps, recognize directions and understand addresses.

Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers.

Able to read and understand City codes, ordinances and resolutions as well as explain them to citizens.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk

or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed indoors in a typical office setting environment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Revised 2-28-2024