
City of

BUNKER HILL VILLAGE

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JOB TITLE: PERMITS/UTILITY/COURT PART TIME CLERK- RECEPTIONIST

The Part-time Clerk-Receptionist provides administrative and clerical support to the City's Permits Utility Billing and Court departments. This role includes routine front-desk duties such as answering phones, directing calls, responding to customer inquiries, distributing mail, and issuing approved construction permits. This position requires regular interaction with public and demands a professional, courteous demeanor at all times.

This position also assists with tasks such as utility payments, service orders, billing, court payments, and various clerical duties for the City's Municipal Court.

General Office and Customer Service:

- Greet and assist visitors in a friendly and professional manner.
- Answer phones, take messages and route calls appropriately.
- Open, sort, and distribute incoming mail.
- Handle inquiries and complaints related to permits, utilities, and court.
- Provide general information regarding City ordinances, geographic layout, and procedures.
- File all accounts payable to vendor files weekly.

Permits and Utility Billing:

- Issue approved construction permits and maintains permits and building plan files.
- Enter payments and service orders in the utility billing system.
- Assist with reconcile and enter bi-monthly meter reading reports.
- Print and review meter reading and utility billing reports.
- Assist and process adjustments for pool credits, move-ins, and move-outs.
- Assist with tree removal permits.
- Assist with late and leak notification letters during utility billing cycles.
- Prepare daily deposits for utility payments and permit fees.

Court Clerk Support:

- Receipting and depositing court fines and bond monies.
- File court files daily.
- Manage the payment plans and payment extensions. If in noncompliance schedule and send notification of new hearing to plaintiff.
- On a monthly basis manage the deferred and driving safety course files. When noncompliant send notification of new hearing.
- Assist with preparation of court docket and trials when necessary.
- Monthly stamp complaints and file warrants. Including staple warrants and creating labels for warrants.
- Assisting the Court Administrator and City Secretary when needed.



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Qualifications:

- Previous clerical or receptionist experience preferred.
- Familiarity with permitting procedures and utility billing systems is a plus.
- Strong customer service skills and a professional demeanor.
- Ability to handle sensitive information with confidentiality.
- Good organizational and multitasking skills.
- Proficiency in standard office software (Microsoft Office, email, data entry systems).
- Must be able to lift to 15 lbs.
- Must have a valid driver's license.

Work Environment:

- This position involves frequent interaction with the public.
- Must be able to work independently and manage multiple responsibilities efficiently in a fast-paced environment.

Reports To:

- City Finance Director

Job Application:

- Please complete the employment application available online at: <https://bunkerhilltx.gov/positions-available-at-bunker-hill>
- Email completed employment application to Sgrass@bunkerhilltx.gov
- Note: Position is open until filled.

Employer
City of Bunker Hill Village

Address
11977 Memorial Dr.
Houston, Texas 77024
(713) 467-9762

