



POSITION VACANCY NOTICE CITY OF KETCHIKAN

DATE: February 5, 2024

SPECIFICS

TITLE: ACCESS RATE SPECIALIST			
DEPARTMENT:	KPU	DIVISION:	Telecommunications
STATUS:	Regular Full-time	HOURS/DAYS:	Monday – Friday 8:00 AM – 5:00 PM
GRADE /STEP:	255 / A – U DOQ	DUTIES:	See attached job description
HOURLY/SALARY:	\$29.00 - \$39.06/Hour	UNION STATUS:	YES
SPECIAL REQUIREMENTS: Three years of increasingly responsible accounting experience in a telecommunications environment.			

ADVERTISING REQUIREMENTS

Position is open until filled.
WHERE: Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/>
WHO: Major papers in specified area: Ketchikan Daily News Special agencies/associations: Local Schools; Job Service
OTHER: City of Ketchikan Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT: THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT http://www.egovlink.com/ketchikan/postings.asp?listtype=JOB

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

ACCESS RATE SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, performs administrative and technical duties relating to toll separation, revenue requirements, revenue collection, and cost studies for the Telecommunications Division.

The Access Rate Specialist must perform these duties in a manner that reflects positively on KPU and the division. He/she is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the division.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develops data for the Carrier Access Billing System, implementing sound telecommunications practices and policies.
2. Review voice switch setup parameters relative to jurisdictional accuracy, proper CIC code and billing parameters.
3. Analysis of circuit design as it relates to application of tariffed elements.
4. Prepares and monitors the purchase of accounts receivable from connecting inter-exchange carriers.
5. Prepares and submits monthly Carrier Access Billing Reports to connecting inter-exchange carriers for switched and special access services.
6. Prepares and submits monthly revenue and traffic reports to the National Exchange Carriers Association, Alaska Exchange Carrier Association, and other regulatory agencies and cost study consultants.
7. Monitors jurisdictional revenues associated with carrier common line, traffic sensitive and universal service fund; monitors local revenue accounts; advises manager of any changes that would affect the telephone revenue requirements.
8. Submits payphone telephone numbers to clearinghouses; advises telecommunications maintenance staff of payphone problems or needs.
9. Responds to and prepares data requests from regulatory agencies.
10. Cross trains and backs up the Tariff Specialist.
11. May serve on a variety of boards and/or committees.

12. Responds to special project assignments as directed by management; participates in and attends seminars, training, and meetings that may require travel.
13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Voice class 5 switch data manipulation and data layout format.
Interstate, State and Local special access tariffs and how to apply rate elements to special access circuits.
Access Service Request (ASR) formats and interpretation.
Principles and practices of separations, regulation, and accounting.
Telecommunications accounting principles and separation rules.
Local, state, and federal regulations pertaining to the telecommunications industry.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Responsible technical accounting principles and practices used in financial record keeping, bookkeeping, and governmental and fund accounting.
Methods and techniques of coding, verifying, balancing, and reconciling accounting records.
Basic principles and practices of auditing.
Mathematical principles.
Principles and practices used in establishing and maintaining files and information retrieval systems.
Principles and practices of fiscal, statistical, and administrative record keeping and reporting.
Methods and techniques for basic report preparation and writing.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Utilize and manipulate data in databases to gather information for billing.
Research and compile data, maintain records and files, and participate in the preparation of administrative or technical reports.
Plan and organize work to meet changing priorities and deadlines.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Perform a variety of responsible technical accounting duties in support of a telecommunications utility.
Perform a variety of accounting, fiscal, and statistical record keeping duties including to prepare, maintain, and reconcile a variety of records and files.
Participate in the preparation of a variety of administrative and financial reports.
Review financial records, reports, and related documents, identify discrepancies, and resolve problems related to assigned area of responsibility.
Research, compile, and interpret a variety of information and make appropriate recommendations.
Work independently in the absence of supervision.
Perform mathematical calculations quickly and accurately.
Implement and maintain filing systems.
Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports.
Type and enter data at a speed necessary for successful job performance.
Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in accounting, business administration, or a related field. A Bachelor's degree is highly desirable.

Experience:

Five years of increasingly responsible accounting experience in a telecommunications environment.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Standard office setting with some travel to other locations to represent the Telecommunications Division at regulatory or other meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 2-55
Union: Yes/KPU
FLSA: Non-Exempt
Date Amended: June, 2007 (*Johnson & Associates*)
Date Amended: August 2019
Date Amended: February 2024

City Manager Approval