

CHEYENNE COUNTY

JOB DESCRIPTION

POSITION TITLE: Payroll Clerk

DEPARTMENT: County Clerk's Office

REPORTS TO: County Clerk

PURPOSE OF POSITION: Performing routine clerical work following established methods and procedures.

Essential Functions

- sort and file materials according to predetermined classification; retrieve from files on request
- accurately and efficiently maintain various office records and forms
- record routine information; check records for accuracy
- type memoranda, labels, and miscellaneous information related to work assignments
- accurately figure, collect and reconcile fees
- prepare payroll and maintain payroll records
- prepare payroll reports regarding payroll taxes and IRS forms
- prepare and balance accounts payable
- assist in organizing, coding, entering, printing and delivering checks for claims submitted for payment
- prepare Journal Entries when applicable
- enter budget figures into computer program
- assist with elections, procedures and documents
- perform Human Resources tasks and documents

- operate computer, keyboards, copy machine, calculator, fax machine, postage machine, multi-line telephone system, cash register and other simple office machines
- perform other duties as directed or as the situation dictates
- legible handwriting

Essential Knowledge, Experience, and Abilities

- ability to type 40 words per minute
- ability to make simple computations and accurate tabulation
- ability to operate a personal computer and software programs including Word, Excel, various election programs and Register of Deeds program
- ability to multi-task
- ability to courteously, politely and respectfully work with individuals in person, on the Internet or on the telephone
- ability to answer multi-line telephone system, transfer calls to other departments, take and relay phone messages
- ability to work in cooperation with County Clerk Staff and other County employees
- this position is classified as a non-exempt employee under Fair Labor Standards Act

Essential Physical Demands and Typical Working Conditions

- ability to follow detailed written or oral instructions
- normal office hazards are encountered, i.e., prolonged sitting and stooping
- work is generally performed indoors in an office setting and requires routine bending
- work duties require routinely lifting up to 25 pounds
- work duties require interaction with the general public

Essential Attendance and Availability Requirements

- must maintain an acceptable level of attendance, punctuality, and availability as determined by the Clerk; must work such regularly scheduled hours as are determined by the Clerk; must work any required overtime, weekends, and holidays

- must work at the assigned work site
- occasional travel required for training purposes

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.

Supervisor's Signature

Employee's Signature

Date

Date