

**SALINE COUNTY PAYROLL ADMINISTRATOR/ASSISTANT ELECTION COMMISSIONER/
ASSISTANT REGISTER OF DEEDS**

Payroll Administrator

NATURE OF WORK:

Collects, records, and verifies information on payroll and personnel action correspondence and computer printouts to initiate payroll or personnel transactions and ensures the accuracy and completeness of personnel documents to meet information/reporting requests; computes payroll and personnel figures such as bi-weekly wages, hours worked, sick and annual leave usage, and pay increases to obtain numerical information necessary to process payroll/personnel transactions; explains personnel policies and rules and regulation such as insurance and retirement provisions and procedures, and related personnel matters to those seeking assistance; monitors employee personnel transactions such as hiring, transfer, promotion, salary changes, and insurance changes to ensure that changes are proper, complete and accurate; provides local, state and federal reports pertaining to payroll. Works with the County Board documents and minutes and posts to County website. Assists other staff members.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of County personnel policies, rules, regulations, procedures and programs; the benefits and services available to employees; ability to interpret and carry out personnel policies, procedures, and guidelines to make decisions regarding problems; summarize all information into reports; ability to communicate orally and in writing with County staff, new hires and the public to explain County rules, regulations, policies and procedures; understand and apply oral and written instructions, policies and procedures; operate office equipment such as typewriters, photocopiers, calculators and computers; compute resolutions to arithmetic problems involving the use of addition, subtraction, multiplication and division of whole decimal numbers.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to communicate effectively both orally and in writing.

Ability to maintain written and electronic records and filing systems.

Skilled in the operation of a computer keyboard and business calculator.

DESIRABLE TRAINING AND EXPERIENCE:

Any combination of training and experience equivalent to high school; at least two (2) years in payroll and/or personnel work is desirable.

MINIMUM QUALIFICATIONS:

Graduation from a senior high school or equivalent with some experience in performing clerical work involving considerable public contact or any equivalent combination of training and experience which provides desirable knowledge, abilities and skills.

Assistant Election Commissioner

NATURE OF WORK:

Under general supervision, prepares, processes and maintains voter registration documents. Assists the County Clerk/Election Commissioner with elections.

EXAMPLES OF WORK PERFORMED:

Oversees other office staff collections of voter registrations; processes records, data entry of voter registrations and ensures the accuracy and completeness of the voter registration records; computes voter registration information for the public and required reports to the Secretary of State Office. Processes bi-annual "National Change of Address" mass mailings and responses; assists on election nights. Verifies initiative petitions submitted.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

Any combination of training and experience equivalent to high school; at least two (2) years' experience in voter registration and/or election procedures.

DESIRABLE TRAINING AND EXPERIENCE:

Graduation from a senior high school or equivalent with experience in performing moderately complex clerical work involving considerable public contact.

MINIMUM QUALIFICATIONS:

Graduation from a senior high school or equivalent with some experience in performing clerical work involving considerable public contact or any equivalent combination of training and experience which provides desirable knowledge, abilities and skills.

Assistant Register of Deeds

NATURE OF WORK

Under general supervision, documents, indexes, files and retrieves departmental records in the Register of Deeds Office. Assists the Register of Deeds and/or Deeds Clerk with land record filings.

EXAMPLES OF WORK PERFORMED

Indexing and copying of documents for the County Register of Deeds filings, locates documents for the general public as requested; maintains plat indexes; performs physical, computerized and manual filing tasks; orders office supplies, screens and forwards incoming telephone calls providing direct assistance when possible.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

Any combination of training and experience equivalent to high school; at least two (2) years' experience in land record processing.

DESIRABLE TRAINING AND EXPERIENCE:

Graduation from a senior high school or equivalent with experience in performing moderately complex clerical work involving considerable public contact.

MINIMUM QUALIFICATIONS:

Graduation from a senior high school or equivalent with some experience in performing clerical work involving considerable public contact or any equivalent combination of training and experience which provides desirable knowledge, abilities and skills.