

## **County Clerk**

The duties of the County Clerk include maintaining personnel files, new employee orientation, collecting time sheets, calculating, balancing and issuing payroll. Payroll involves separating payroll timesheets and claims into four different funds and into regular, vacation, sick, overtime and other time. All categories, as well as the grand totals in the payroll system must equal the initial calculations. Set-up biweekly payroll direct deposit payments.

Submit biweekly, quarterly and annual federal tax, Social Security and Medicare payments and reports. Submit monthly, quarterly and annual state tax payments and reports. Create and distribute employee W-2 and 1099 forms at end of calendar year.

Write and submit quarterly child support reports to the Clerk of the District Court and the County Attorney's Office.

Maintain enrollment of employees in various insurance plans (health, dental, vision, AFLAC, life, disability) as well as insurance billing payment and balancing. This includes running reports from the payroll system to check insurance billings and the payroll system for accuracy.

Maintaining enrollment and payments for deferred compensation plans, unreimbursed medical cafeteria (125 plan) and dependent care plans.

Coordinating accounts and payments with Nebraska Public Employees Retirement System.

Completing wage garnishments interrogatories, along with submitting claims, and sending checks to the plaintiff, as well as programming court ordered child support payments with the State of Nebraska.

Enter information into DHHS website and issue marriage licenses and, after marriage, go online to enter information from ceremony, then complete the license and file with DHHS and County Clerk records. Scanning completed marriage licenses into local electronic system.

Act as secretary to the Board of Commissioners. This includes maintaining the Board agenda, taking minutes, writing same for the County records, Saline County website and local newspapers.

Issuing liquor and amusement licenses, issuing moving and building permits, issue hunting, fishing, park permits and trapping licenses

Balance the books at the end of each day, create and deliver bank deposits as needed.

Answer the telephone and in-person inquiries as required.

Research and write reports for General Drivers & Helpers Union No. 554.

File real estate documents as received, including manual and electronic instruments. Assist attorneys, title companies and the general public with questions involving real estate.

Administrate all elections in Saline County. This includes taking all filings for local races, creating ballots, teaching election classes, counting ballots, reporting to the Secretary of State, Saline County website, local newspapers, and all interested organizations and citizens.

Receive claims for all payments to be made by Saline County. Enter claims into the accounts payable system. Create reports for the Board of Commissioners and all department heads. Print and mail checks to vendors. Ensure balancing of all county funds.

Track and mail billings for accounts receivables for County Clerk's Office.

Balance county and office bank accounts.

Any other duties as defined by Nebraska State Statute(s).