

SALINE COUNTY JOB DESCRIPTION

Position(s): Payroll Clerk
Last Revised: 11/22
Job Status: Exempt/Full-time
Reports to: County Clerk
Supervisory Responsibilities: No

I. GENERAL FUNCTIONS

Work involves semi complex Human Resources administration work for the employees of the County Courthouse. This includes benefits administration, payroll administration, mass communications and assisting with inquiries, and general clerical duties. This position requires frequent contact with others in a friendly and courteous manner. Position reports to the County Clerk.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

- Collects, records, and verifies information on payroll and personnel action correspondence and computer printouts to initiate payroll or personnel transactions
- Ensures the accuracy and completeness of personnel documents to meet information and reporting requests
- Computing 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 and personnel transactions
- Explains personnel policies, rules and regulations such as insurance and retirement provisions and procedures, and related personnel matters to those seeking assistance
- Monitors employee personnel transactions such as hiring, transfers, promotions, 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 to document minutes and posts to the County website
- Assists other staff members

III. Other Non-Essential Duties

- Processes marriage licenses
- Completes the marriage license process
- Assists other staff members in various responsibilities such as mail, answer phones, and assists the public
- Assists County Clerk on election night
- Other Clerical duties as assigned

IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Ability to communicate effectively both orally and in writing
- Knowledge of County personnel policies, rules, regulations, procedures and programs, and 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 maintain written and electronic records and filing systems
- Skilled in the operation of a computer keyboard and business calculator

V. 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.

VI. MINIMUM QUALIFICATIONS

- Graduation from a senior high school or equivalent
- Must 19 years of age
- Valid Nebraska driver's license
- Must be legally authorized to work inside the United States

VII. NECESSARY SPECIAL REQUIREMENTS

Some experience in performing clerical work involving considerable public contact or any equivalent combination of training and experience which provides desirable knowledge, skills and abilities

VIII. WORKING CONDITIONS & PHYSICAL EFFORT

The physical demands described here 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 essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, frequently is required to sit, occasionally to stand; walk; arms reach with hands and arms. The employee must occasionally move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus when operating a computer, working with others and the general public for long periods in the day. The noise level in the work environment can range from quiet to noisy.

IX. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the County's Personnel Manual is a contract for employment.

Employee Signature

Date

Supervisor Signature

Date