



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Deputy County Clerk I/II – Payroll Specialist	NEW: _____	REVISED: <u>X</u>
REPORTS TO: _____ County Clerk	FLSA: <u>Non-Exempt</u>	DATE: <u>01/2016</u>
DEPARTMENT: _____ County Clerk		JOB CODE: <u>604</u>

DEFINITIONS: Under general supervision of the Clerk, performs routine clerical tasks to generate the County payroll such as processing changes to payroll records, verifying and entering timesheets, overtime and compensatory time, deductions, garnishments, direct deposits and related transactions to issue the regular payroll. Prepares and submits state and federal annual, quarterly, and monthly payroll tax reports.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative only, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Processes standard payroll timesheets and retroactive adjustments; verifies timesheets to ensure accuracy of time worked, leave time used, and compensatory or overtime earned; calculates child support, garnishments and other deductions; transfers direct deposits; reconciles balances and posts to payroll records; calculates and issues payment requisitions for funds deducted from employee payroll.

Maintains and updates the payroll database; processes changes in tax withholding, retirement, health benefits and other accounts; maintains records of vacation, sick and personal leave, compensatory time and related files; tracks changes in accrual rates.

Provides information to employees and Administrative Authorities; responds to questions about leave, overtime, withholding tax, benefit and retirement deductions; assists employees in calculating retirement amounts.

Reads payroll reports and uses data to complete state and federal payroll tax reporting; prepares annual County payroll calendar including updating tax rates and benefit adjustments.

Provides back-up clerical support to County Clerk office; answers phones and responds to inquiries as appropriate and provides customer assistance as necessary.

Other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of Boone County policies and procedures.
2. Knowledge of Boone County payroll, accounting and related systems.
3. Skill in applying payroll procedures and rules accurately.
4. Skill in application of state and federal guidelines, rules, and statutes to perform essential functions of position.
5. Skill in accurate recording of data in manual and computerized accounting systems
6. Skill in establishing and maintain cooperative working relationships with other employees and departments.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County, and State employees, elected officials and members of other entities. Due to the subject matter of the position, the employee may be subject to stressful situations.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

MINIMUM QUALIFICATIONS:

High school diploma or GED, two years clerical experience, and two years technical bookkeeping experience.

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.