

Chickasaw County
Job Description

Name:

Department: Auditor

Title: Clerk

FLSA: Non-Exempt

Date: January 2023

Reports to: County Auditor

Purpose of Position:

Performs account/documentation verification and reporting in vendor claims for payment and payroll; prepares various reports necessary in tracking revenues and expenditures; handles documentation and questions regarding employee benefits; provides assistance to the public as needed; participates in various operational and support tasks carried out in the Auditor's Office.

Essential Duties and Responsibilities:

The following duties are normal for this position. These duties are not to be considered as exclusive or all inclusive. Other duties may be required and assigned.

Compiles the total fixed asset inventory of County owned property as submitted by County departments.

Processes claims and performs functions relating to the payment of claims, including the preparation of monthly budget expenditure/revenue reports for distribution to County offices.

Receives, audits, codes and verifies payroll data from County departments. Verifies payroll deductions and net pay. Maintains employee records. Updates labor distribution reports and financial records.

Enters Secondary Road Fund activity hours and pay rates into computer and runs payroll edit and payroll registers. Distributes copy to Secondary Roads for verification.

Sends funds and payroll deduction reports to applicable third-party administrators.

Assists in I-Voters input and preparation for all elections.

Assists County Officers with compliance with FMLA (Family Medical Leave Act) and Health Insurance.

Assists in completing and mailing passport applications. Certified passport agent.

Prints Liquor Licenses.

Prints Worker Compensation Reports.

Assists in the maintenance of employee records, benefits and addresses employee concerns.

Answers telephone and routes calls to appropriate parties. Records and delivers messages. Provides callers with information and assistance.

Assists in other departmental functions as required such as election registration, researching files and documents.

Minimum Training and Experience Required to Perform Essential Functions

Must be able to see objects at a distance of 20" or less. Job involves lifting and reaching (horizontal and vertical) to obtain various books, printouts and file boxes, computer paper, etc. as well as feeling, grasping a variety of documents in various formats. Infrequently required to push/pull, lift/carry objects weighing up to 80 pounds. Capacity to use various office equipment including 10-key calculator, copy machine and fax. Motor coordination (eyes, hands-swift and accurate finger movement) as well as manual and finger dexterity are essential aptitudes for this job. Numerical, clerical and forms differences/distinctions are critical. Normal vision and hearing with or without corrective devices. Must be able to reliably and regularly physically attend work and work regular business hours.

Cognitive Demands

Capacity to copy, post and file data and proofread words, numbers and figures rapidly and accurately either by hand or keyboard; to gather, compare and prepare important financial/operational information; to distinguish the readily observable characteristics of data; to apply basic accounting principles and practices in the review, processing and payment of bills, records and balancing accounts and explain procedures to others. Knowledge of basic office practices, business forms and reference materials; the maintenance of complex records and the use of guides and reference materials; knowledge of business arithmetic, including fractions and percentages; knowledge of basic public relations techniques.

Language Ability & Interpersonal Communication

Ability to establish and maintain effective working relationships with others and to deal tactfully with the public, co-workers and elected officials; ability to perform complex clerical tasks and make decisions requiring interpretation and judgement; ability to plan and organize workflow with numerous interruptions; ability to follow oral and written instructions accurately and efficiently; ability to maintain confidentiality. Organization, memory for details, and ability to work independently to meet deadlines are abilities critical to this position.