

County of Hill
OFFICE OF THE HILL COUNTY AUDITOR
HILL COUNTY COURTHOUSE
315 4th Street
HAVRE, MONTANA 59501



Auditor Kathy Olson

October 12, 2021

JOB OPENING: Hill County Auditor's Office

POSITION: 1 Part Time (20 hours/week) Clerk

CLOSING DATE: Until Filled

REQUIREMENTS: See Attached

DESCRIPTION: See Attached

STARTING SALARY: \$13.36 per hour ^(Nye)

The Hill County Auditor's Office will have one part time clerk (20 hours per week) position open for hire with all applicable Hill County benefits. This position is open until filled.

Applications can be picked up at the Personnel Clerk's Office located in the Hill County Courthouse, online at the Hill County Website (under Human Resources) or the Montana Job Service.

Completed applications can be returned to Personnel Clerk's Office (Human Resources).

HILL COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

HILL COUNTY

POSITION DESCRIPTION

OCTOBER 2021

POSITION: CLERK

DEPARTMENT: HILL COUNTY AUDITOR

ACCOUNTABLE TO: HILL COUNTY AUDITOR AND DEPUTY COUNTY AUDITOR

SUMMARY OF WORK: Work varies depending on the needs of the office. Assists with preparation and examination of claims-accounts payable and assists with all aspects of payroll processes. Facilitate in general office practices such as filing, copying, correspondences, maintaining records and distributing information. This will also include assisting in any other duties that are part of the Hill County Auditor's Office.

JOB CHARACTERISTICS:

Nature of Work: This position performs duties requiring adherence to standards of accuracy, detail, and timeliness. Maintains confidentiality of sensitive information.

Personal Contacts: Minimal face to face contact with the public; frequent contact by telephone. Frequent contact which can be face to face or via telephone with county employees for payroll, personnel information or accounts payable vendors.

Supervision Received: Daily supervision in the form of sharing information with the Auditor and Deputy Auditor.

Essential Functions: Operate a computer, ten-key adding machine, copier, printers and other office equipment, answer the telephone, filing and general clerical duties. Communicate effectively orally and written.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Assist in the claims process and related information for tax reporting purposes.
Assist in maintaining updated personnel files including new hires and terminations.
Assist in the processing of payroll which could include quarterly and annually tax reporting requirements.
Performs other related duties as needed by the office.

JOB REQUIREMENTS: The successful applicant must be able to perform the following job requirements with or without reasonable accommodation.

Knowledge: It is helpful if the individual has knowledge in accounts payable, payroll and governmental operations. Knowledge of operation of office machines and computer.

Skills: This position requires skills in use of office machines including a computer. Skills in basic mathematics with respectable accuracy.

Abilities: This position requires the ability to: meet deadlines; maintain confidentiality of records; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EXPERIENCE AND EDUCATION:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or equivalent
- Experience in an office setting, record keeping, and use of office machines and a computer.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties in an accurate and timely manner
- Maintains the accounts payable procedures/processes in an accurate and competent manner
- Accurately maintains updated personnel files and payroll procedures/processes
- Maintains confidentiality of sensitive information
- Deals tactfully and courteously with the public
- Observes work hours
- Demonstrates punctuality
- Establishes and maintain professional/courteous working relationships with fellow employees, supervisors and the public