



HILL COUNTY
JOB POSTING/ DESCRIPTION
August 3, 2023

Job Title: Clerk

Department: Auditor

Type: (1) Full-time

Accountable To: Auditor; Deputy Auditor

Wage: \$14.02/hourly

Applications will be accepted until filled

Job Overview: 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.

Essential Functions (Major Duties or Responsibilities): 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.

Knowledge, Skills and Abilities:

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. Should be able to lift 25 lbs or more, as well as, the ability to stand and/or squat down while caring out duties within the office.

Minimum Qualifications (Education and Experience): The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

--A high school diploma/equivalent.

--Experience in an office setting, record keeping, and use of office machines and a computer. (Preferred but not required)

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. Other duties may be needed or assigned.

**HILL COUNTY
POSITION DESCRIPTION**

SEPTEMBER 2022

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 payroll 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. Should be able to lift 25 lbs or more, as well as, the ability to stand and/or squat down while caring out duties within the office.

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
- Physical ability to perform duties in the office.