

**DEPARTMENT:** County Administrator's Office
**POSITION TITLE:** Payroll Clerk / Receptionist

**GRADE:** 3

**EMPLOYMENT CATEGORY:** Regular Full-time
**STATUS:** Non-Exempt

**REPORTS TO:** County Administrator

**POSITION-SUMMARY**

This is a regular full-time position responsible for processing payroll and general clerical and secretarial duties. These include, but are not limited to, processing biweekly payroll, answering incoming phone calls, greeting citizens, vendors and guests. It is important that the person in this position be organized, have excellent computer skills and be able to work independently. The person in this position must also be able to work on multiple tasks with constant interruptions.

**FUNDAMENTAL JOB DUTIES:**

* Updates employee records. Makes all changes to withholdings and deductions and sends in proper paperwork for KPERS, health insurance and all other deductions.
* Processes biweekly payroll. Reviews timekeeping for each department, enters and balances deductions, processes garnishments. Prints payroll checks, special checks, and direct deposit reports. Provides reports for each department and for payroll records. Process depositories and quarterly reports. Processes annual reports.
* Prepares office for start of day by opening supply room, checking fax machine, starting copier and filling paper trays. Employee should have all machines prepped and be at desk at 8:00 a.m. to begin work.
* Greets the public and aids in public relations. Must have good communication skills, both verbal and listening. Directly responsible for answering incoming calls, assisting caller if possible or directing caller to appropriate office.
* Orders, tracks and maintains the supply room. This includes ordering stock inventory and special items. Marks and stocks shelves with supplies. Tracks daily use on Excel program and forwards billing to Accounts Receivable at the end of each month.
* Maintains employment information in front office. This includes keeping application forms updated and in supply. Copies job descriptions as demand necessitates. Collects applications and forwards to correct department head.
* Other:
* Helps in maintaining regular office inventory.
* Periodically completes audit of personnel files.
* Will assist all divisions and other offices as needed.
* Will cross train for duties of Administrative Assistant.
* Will conduct other office related duties as assigned.

**EDUCATION:**

High School Degree or GED equivalent diploma.

**EXPERIENCE / SKILLS:**

Secretarial and bookkeeping experience is required. Prior payroll experience preferred. Experience with Microsoft Word and Excel. Knowledgeable in use of Internet. Ability to use fax machines, calculators, typewriters, copiers and other office equipment. Good communication skills with ability to work well with others. Certified Public Notary in the State of Kansas within six months of employment.

**PHYSICAL REQUIREMENTS / ABILITIES:**

Must have the ability to work independently. Must have the ability to proof own work and that of others. Discretion in work, particularly that in the area of financial information, is necessary and must be maintained. At times, lifts and carries objects, not exceeding 50 pounds.

**WORKING CONDITIONS / ENVIRONMENT:**

Must work closely with the general public and other County \ Judicial District employees. Public needs must be main emphasis, however, occasions of dealing with difficult people will occur. Well-lighted, climate-controlled office. Occasionally required to use department vehicles for office related tasks. This employee must have the stamina to sit for long periods of time and work with multiple interruptions.

These specifications should not be interpreted as all-inclusive. It is Intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

*Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Department Head Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*