

Calculates, processes, and mails quarterly unemployment report.

Administers various grant funds and quietuses money for distribution of grants.

Receives, receipts and records monies, including verifying amounts, determining fund account numbers, completing quietus forms and posting to appropriate accounts in computer.

Reconciles various fund accounts monthly, reviewing reports and resolving discrepancies accordingly.

Performs semi-annual distribution of County Economic Development Income Tax and makes County payments on economic development leases.

Answers telephone, determining nature of call, providing information and assistance, taking messages, and/or directing calls to appropriate individual or department. Assists taxpayers at counter, answering questions, resolving discrepancies, filing tax exemptions, transferring deeds, researching records, printing GIS maps, and selling County road maps.

Performs various clerical functions, including, but not limited to, typing documents and reports, such as EEO and Department of Labor statistical reports, Association of Indiana Counties directory, surveys, and correspondence, certifying names on remonstrance petitions, and auditing and mailing claims to the State for reimbursement.

Serves as liaison to State Board of Accounts during annual audits.

Periodically attends training/conferences as necessary.

Periodically performs duties of other Department personnel in their absence or as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Thorough knowledge of and ability to make practical application of standard principles of County personnel policies and procedures, and local, state, and federal employment regulations, including EEO, ADA, FLSA, and FMLA. Ability to maintain current, accurate personnel records/files and maintain confidentiality of related information as required.

Knowledge of accounting systems and requirements of Perry County and all regulating/auditing agencies, and ability to perform arithmetic operations, maintain complete and accurate accounting records, and compile timely and accurate payroll and other financial reports.

Working knowledge of standard office policies and procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed written reports as required.

Ability to maintain knowledge of all computer software programs used by the Auditor's Office, proficiency in spreadsheet and database design, and ability to organize and interpret large amounts of data.

Ability to operate standard office equipment, including computer, keyboard, calculator, telephone, copier, postage meter, and fax machine.

Ability to supervise assigned personnel, including making work assignments and providing training/corrective instruction as needed.

Ability to effectively communicate orally and in writing with co-workers, other County departments, County employees, State Auditor's Office, insurance companies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and department polices and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department records and information according to state requirements.

Ability to understand, memorize, retain and follow oral and written instructions.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules and deadlines.

Ability to occasionally work extended hours, evenings and/or weekends and occasionally travel out of town for training/conferences, sometimes overnight.

II. RESPONSIBILITY:

Incumbent performs standard, recurring duties according to well-established policies and procedures, with priorities primarily determined by service needs of the public and seasonal deadlines. Work is periodically reviewed in progress for technical accuracy and compliance with Department policies and legal requirements. Errors in incumbent's work are primarily detected or prevented through standard bookkeeping checks and notification from other departments, agencies or the public. Undetected errors could result in loss of money to the Department and/or inconvenience to County employees or other agencies.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, County employees, State Auditor's Office, insurance companies, and the public for purposes of exchanging/explaining information and resolving problems.

Incumbent reports directly to Auditor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and at a service counter, involving sitting/standing for long periods, lifting/carrying objects weighing under 50 pounds, pushing/pulling objects, climbing ladders to retrieve record books, close vision, keyboarding, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent occasionally works extended hours, evenings and/or weekends and may travel out of town for training/conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy/Payroll describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name