

2012-14

POSTED: 12/18/12

CLOSING DATE: 12/26/12

**HERNANDO COUNTY
CLERK OF CIRCUIT COURT
JOB DESCRIPTION**

JOB TITLE:	PAYROLL/PURCHASING SUPERVISOR	PAY GRADE:	122
DEPARTMENT:	FINANCIAL SERVICES	SALARY RANGE:	\$44,512.00 - \$70,324.80
TITLE OF SUPERVISOR:	ASSISTANT DIRECTOR OF FINANCIAL SERVICES	REVISED:	NOVEMBER 2006
		EXEMPT	

JOB SUMMARY:

This position is responsible for the administration of payroll and purchasing functions. Duties include processing payroll and related reports, maintenance of payroll and Clerk personnel records, assistance in Clerk personnel related situations, and supervision and administration of Clerk purchasing functions, reconciliation of various subsidiary ledgers to the general ledger and accounting for and tracking of Clerk assets.

ESSENTIAL JOB DUTIES:

1. Supervise the training of personnel, authorized leave, work assignments and employment performance evaluations within the division to ensure effective productivity.
2. Recommend and implement procedures to improve the efficiency and productivity of the division.
3. Advise employees concerning work and personnel problems, with the goal of achieving the highest morale within the division.
4. Develop, implement, update and distribute policy and procedure manuals on a timely basis.
5. Handle complaints, problems or difficult situations with the public in a professional manner.
6. Coordinate procedures between outside agencies and inter-office divisions/departments.
7. Interpret and implement laws, rules and regulations to ensure compliance on a timely basis regarding functions of the division.
8. Compile accurate and timely statistics, reports and other data as needed.
9. Develop and coordinate special projects for the Clerk.
10. Coordinate with the Records Management Department in the proper identification and preparation of records within the division to be microfilmed, destroyed and/or transferred to the Records Storage Facility.
11. Audit and compute payroll, compile reports of taxes, insurance, retirement, social security and other benefits.
12. Responsible for processing payroll maintenance for both Board and Clerk employees, including documentation for new and terminating employees. Monitor sick and vacation leave for Board and Clerk.

13. Maintain supporting payroll data for conformity with law and established procedures and regulations. Prepare checks to accompany weekly or monthly reports. Prepare quarterly and annual reports such as Unemployment, Workers' Compensation, 941's, W2's, etc.
14. Responsible for enrolling Clerk employees into the State of Florida Retirement System and functions as a liaison with the retirement system officials to coordinate any retirement activities.
15. Assist in revising the Clerk Personnel Manual to include newly adopted personnel policies and dissemination of revised policies to all Clerk employees.
16. Interpret personnel policies to correspond with payroll preparation.
17. Responsible for maintaining a complete and accurate file for each Clerk employee. Includes collecting proper documentation, assimilating documentation into proper format and updating each file as necessary.
18. Assist the Finance Director in obtaining information for members of the press and general public.
19. Supervise, administer and coordinate all Clerk purchasing functions, reconciling various subsidiary ledgers to general ledger as well as accounting for and tracking of Clerk assets.
20. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

High school diploma or equivalent. Graduation from an accredited college with:

Four-year degree in Business Administration or Accounting; or

Two-year degree in Business Administration or Accounting

Experience:

Four-year degree: Three years payroll experience, preferably in a governmental agency; two years supervisory experience; or

Two-year degree: Five years payroll experience, preferably in a governmental agency; two years supervisory experience.

Licenses/Certificates:

Certified Payroll Professional preferred.

EQUIPMENT USED:

Personal computer/terminal, calculator, facsimile.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Skill in using a calculator.

- Skill in using a personal computer.
- Ability to communicate orally and in writing.
- Ability to supervise and evaluate.
- Ability to perform duties with minimum supervision.
- Ability to interpret, comprehend and implement policies and procedures.

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from a personal computer.

Frequent:

Ability to access file cabinets for filing and retrieval of data. Ability to communicate orally in order to answer the telephone.

WORKING CONDITIONS:

Constant:

Office environment.

Frequent:

Flexible hours and travel as required.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

The Clerk of Circuit Court is an Equal Opportunity Employer.

****Employment preference is given to applicants who do not use a tobacco product(s)****

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting Employment Opportunities, Job Applicant Center. If you have any questions or require assistance, please call 352-540-6208, Mon – Fri, 8:00 a.m. – 5:00 p.m.

If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a typing test at www.typingtest.com, print the results and attach to your on-line application.