

2011-03

POSTED: 04/07/11

CLOSING DATE: 04/15/11

Full-time position: M-F, 37.5 hours per week

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

JOB TITLE:	PAYROLL ASSISTANT	PAY GRADE:	115
DEPARTMENT:	FINANCE	SALARY RANGE:	\$15.19 - \$24.02
TITLE OF SUPERVISOR:	PAYROLL/PURCH SUPERVISOR	REVISED:	AUGUST 2010
		NON EXEMPT	

JOB SUMMARY:

Payroll duties include processing of County payroll on a biweekly basis, review of Clerk payroll on a biweekly basis, and assist Payroll Supervisor in County personnel-related inquiries.

ESSENTIAL JOB DUTIES:

1. Routinely assist the Payroll Supervisor in the audit and computation of the County's payroll, compilation of reports for taxes, insurance, retirement, social security and other distributions relating to the County's payroll.
2. Responsible for processing payroll maintenance for employees, including documentation for new and terminating employees. Ensure compliance with all contracts and policies in effect which relate to employees' pay.
3. Assist in filing of payroll items into personnel files for Clerk employees.
4. Assist in the maintenance of the Clerk time clock system to ensure accuracy of payroll, making corrections as needed.
5. Maintain supporting payroll data for conformity with Federal and State laws, established procedures and regulations. Prepare checks to accompany weekly or monthly reports. Assist Payroll Supervisor in the preparation of quarterly and annual reports such as Unemployment, Workers' Compensation, 941s, W2s, etc.
6. Responsible for enrolling County and Clerk employees into the State of Florida Retirement System.
7. Process entire payroll and related functions in the Payroll Supervisor's absence.
8. Create payroll-related reports as needed.
9. 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 a two-year degree in General Business. Certified Payroll Professional will be accepted in lieu of a two-year degree.

Experience:

Three years payroll experience that includes payroll deductions, processing of payroll related tax returns and other payroll reporting, preferably in a governmental agency.

Licenses/Certificates:

Certified Payroll Professional certification preferred.

Must possess a valid Florida driver's license and be insurable by County standards.

EQUIPMENT USED:

Personal computer/terminal, calculator, copier, facsimile, telephone, time clock.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Skill in using a calculator.
- Skill in using a personal computer.
- Ability to communicate orally and in writing.
- Ability to perform duties with minimum supervision.
- Skill in negotiations.

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. Ability to sit at a desk and view a display screen for extended periods of time.

WORKING CONDITIONS:

Constant:

Office environment.

Frequent:

Flexible hours.

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).****

Note: Starting salary may be below salary range during six-month training period.

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 352-540-6216, Mon – Fri, 8:00 am – 5:00 pm.

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.