



# Doug Chorvat, Jr.

Clerk of Circuit Court & Comptroller - Hernando County  
20 N. Main Street, Brooksville, FL 34601 - (352) 754-4201

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**Job Number: 2019-15**

**Posting Date: 8/30/19**

**Closing Date: 9/10/19**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	PAYROLL CLERK I	<b>PAY GRADE:</b>	130
<b>DEPARTMENT:</b>	FINANCIAL SERVICES	<b>SALARY RANGE:</b>	\$13.00 - \$18.17
<b>SUPERVISOR:</b>	ASSISTANT DIRECTOR OF FINANCIAL SERVICES	<b>REVISED:</b>	JULY 2019
		<b>NON EXEMPT</b>	

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### JOB SUMMARY:

Professional payroll position whose duties include biweekly processing of payroll for all Board departments requiring the ability to work independently to respond to employee inquiries and assist in special projects as needed.

### ESSENTIAL JOB DUTIES:

1. Routinely assist the Payroll Coordinator 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, including union contracts, and policies in effect which relate to employees' pay.
3. Reconciles payroll liabilities, including but not limited to group insurance, life insurance, and health savings account. Prepares related check requisition and performs online payment transmissions.
4. Assist in the maintenance of the timekeeping system to ensure accuracy of payroll, making corrections as needed.
5. Maintain supporting payroll data for compliance with Federal and State laws, established procedures and regulations. Assist in the preparation of quarterly and annual reports, including Unemployment, Workers' Compensation, Form 941s, Form W2s, and other payroll reporting.
6. Process entire payroll and related functions in the absence of Payroll Division co-workers.
7. Create payroll-related reports as needed.
8. Regular attendance and punctuality.

### OTHER JOB DUTIES:

Perform other duties as assigned.

**JOB STANDARDS:**

**Education:**

Graduation from an accredited college with a two-year degree in accounting or related field. Experience may be considered in lieu of the education requirement.

**Experience:**

Two years of payroll experience including related reporting requirements. Experience in a governmental agency is preferred.

**Licenses/Certificates:**

Certified Payroll Professional certification preferred.

**EQUIPMENT USED:**

Personal computer, calculator, copier, facsimile, telephone.

**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.
- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner.

**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)\*\***

Complete on-line application via Hernando County Clerk of Circuit Court website, [www.hernandoclerk.com](http://www.hernandoclerk.com), by selecting Administration, Human Resources, 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](http://www.typingtest.com), print the results and attach to your on-line application.**