

2011-16

POSTED: 12/29/11

CLOSING DATE: 01/06/12

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

**HERNANDO COUNTY  
CLERK OF CIRCUIT COURT**

**JOB DESCRIPTION**

|                             |                               |                      |                   |
|-----------------------------|-------------------------------|----------------------|-------------------|
| <b>JOB TITLE:</b>           | PAYROLL CLERK                 | <b>PAY GRADE:</b>    | 111               |
| <b>DEPARTMENT:</b>          | FINANCE                       | <b>SALARY RANGE:</b> | \$12.51 - \$19.77 |
| <b>TITLE OF SUPERVISOR:</b> | PAYROLL/PURCHASING SUPERVISOR | <b>REVISED:</b>      | DECEMBER 2011     |
| <b>NON-EXEMPT</b>           |                               |                      |                   |

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**JOB SUMMARY:**

Payroll duties include processing of Clerk's payroll on a biweekly basis and assisting Payroll Supervisor in Clerk personnel-related inquiries.

**ESSENTIAL JOB DUTIES:**

1. Responsible for processing payroll maintenance for Clerk employees, including documentation for new and terminating employees. Ensures compliance with all contracts and policies in effect which relate to employees' pay.
2. Maintains the Clerk timekeeping software to ensure accuracy of payroll, making corrections as needed. Troubleshoots, in coordination with MIS, the timekeeping software.
3. Routinely performs audit and computation of the Clerk's payroll, taxes, insurance, retirement, social security and other distributions relating to the Clerk's payroll.
4. Responsible for preparing and submitting monthly Florida Retirement System report for Clerk employees.
5. Responsible for preparing quarterly payroll tax returns for review and submitting approved reports as needed for Clerk employees.
6. Performs filing of payroll items into personnel files for Clerk employees.
7. Assists with processing of the Board's payroll on a biweekly basis as needed.
8. Assists with payroll-related account reconciliations as needed.
9. Regular attendance and punctuality.

**OTHER JOB DUTIES:**

Performs other duties as assigned.

**JOB STANDARDS:**

**Education:**

High school diploma or equivalent.

**Experience:**

Three years payroll experience required, preferably in a governmental agency.

**Licenses/Certificates:**

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

Fundamental Payroll Certification (FPC) preferred.

**EQUIPMENT USED:**

Personal computer (word processing, spreadsheet & report writing), calculator, copier, facsimile, telephone, time clock and other office equipment.

**ESSENTIAL SKILLS & QUALIFICATIONS:**

- Ability to communicate orally and in writing.
- Ability to perform duties with minimum supervision.
- Ability to interpret, comprehend and implement policies and procedures.
- Ability to make impartial judgment recommendations and decisions.
- Ability to establish and maintain good working relationships.
- Must type 35 wpm.

**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](http://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](http://www.typingtest.com), print the results and attach to your on-line application.**