



**Greg James,
Clerk of Courts and Comptrollers Wakulla County**

Position Description: Payroll and Clerk to Board Clerk

Department: Finance

Exempt: No

Reports to: Finance Director

Effective Date:

Summary: Staff professional responsible for a variety of tasks related to the Board of County Commissioners and the Wakulla County Clerk of the Courts and Comptrollers. Responsible for the verifying, posting, keying and generation of payroll checks for the Wakulla County Board of County Commissioners (including Supervisor of Elections), Wakulla County Clerk of Courts and Wakulla County Property Appraisers. Responsible for attending and recording all Board of County Commissioners meetings and workshops and related documents processing as clerk to Board; attending and recording all Value Adjustment Board meetings and related document processing as clerk to Value Adjustment Board.

Duties and Responsibilities: include the following; other related duties may be assigned by management.

- Verifying all time sheets; obtain approval from appropriate supervisor for corrections, as needed.
- Balance hours and run calculations for payroll.
- Analyze complex data and resolve any discrepancies.
- Verify Direct Deposit amount and submit to designee for transmission to bank.
- Run payroll updates.
- Prepare, run and file the following reports: deferred comp. contributions, payroll taxes, child support, bi-weekly payroll and reports, month-end payroll reports, quarterly payroll reports, fiscal year end reports, calendar year end reports, retirement reports, quarterly 941 and RT-6 reports, and quarterly unemployment insurance reports.
- Maintain accurate files, including pulling and filling timesheets, documents and other files in a neat and orderly manner.
- Prepare and maintain payroll registers, journals, ledgers and similar documents.
- Assist with questions concerning payroll checks issued.
- Attend meetings of Board of County Commissioners, Value Adjustment Board and all other assigned board, committee and workshop meetings.
- Ensure that appropriate recording equipment is functioning; maintain records of attendance, action/votes taken and names of public speakers at such meetings; read back motions during meetings and may be required to advise the Board of previous Board actions, policies and ensure open meeting statutes are followed.
- Collect documents created during meetings, check for appropriate signatures and forward certified copies to appropriate agencies
- Transcribe and codify meeting minutes, identify and mark exhibits and digital copies for upload to website.
- Answer inquiries and provide information to the public or other county employees regarding the function and activities of the Board which requires good judgement, interpretation and application of laws, policies, rules and procedures.
- Maintain impartiality at all times as it pertains to County business and or meeting agendas.

Additional duties and responsibilities:

Ability to solve practical problems and interpret instructions, written or oral. Communicate with and respond promptly to coworkers, management, staff, the general public, and others in a courteous and professional manner. Conform with and abide by all regulations, policies, work procedures and instructions.

Act, dress, and behave in a professional manner to reflect a positive image of the Clerk's Office.

While performing the essential functions of this job it is frequently a requirement to work long and/or extended hours, sometimes in stressful situations, to accommodate board or committee meetings beyond the normal work day. May be required to sit for long periods of time while remaining alert in board and committee meetings. Ability to arrive early at meetings to prepare recording equipment and do minor troubleshooting. Ability to communicate clearly with IT personnel any problems with the same equipment.

Attendance is an essential job function.

Maintain and update this job description with the assistance of HR and maintain detailed job procedures.

Knowledge, Skills and Abilities:

Knowledge of basic accounting principles, and strong math skills.

High degree of accuracy, attention to detail and confidentiality.

Excellent data entry skills.

Excellent analytical, problem solving and decision-making skills.

Excellent oral and written communication skills, knowledge of the structure and content of the English language including composition and grammar.

Strong organization and planning skills.

Ability to work effectively with all levels of personnel with tact and diplomacy. Knowledge of principles and processes for providing customer and personal services.

Must have proficiency in computer principles, techniques and procedures including operating principles and characteristics of information systems and associated hardware and software utilized.

Use specific computer applications involving word processing, spreadsheets, data entry, and standard report generation.

Must have ability to operate standard business machines including a typewriter, calculator, copier and fax machine and access file cabinets for filing and retrieval of payroll data.

Other Requirements, Skills and Abilities:

This position clerk will be cross-trained in finance clerk duties in order to create an efficient and effective staff capable of continuing all required work of the finance department during the absence or vacation of another clerk.

Overtime is not generally expected in the average work week. Each clerk is expected to work overtime as planned and assigned by management in non-routine circumstances or situations.

Licensure, Education or Certification Requirements:

Valid Florida Driver License

High school diploma or equivalent and three (3) years experience in the payroll function

Physical Demands:

- Must be able to lift up to 50 lbs.
- Overtime of 5-6 hours a month.
- Walking standing or sitting for an extended period of time.
- Requires some stooping, lifting and bending.

Supervisor's Signature/Date: _____

Incumbent's Signature/Date: * _____

* I have read and I understand and agree that the duties stated on this position description are being performed as described. I understand that if duties of this position change significantly, I am to notify my supervisor and advise her/him of the changes. This position's duties must be updated at least every five (5) years; or, whenever the majority of the duties and responsibilities change significantly.

Instructions to Employee and Supervisor: The duties and responsibilities shown on this position description are illustrative in nature only and do not constitute an exact contractual or comprehensive list of all duties of this position. All areas of this position description are subject to change based on the needs and objectives of the Office of Brent X. Thurmond, Clerk of Circuit Court, Wakulla County, Florida. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skill, and abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.