POSITION DESCRIPTION
COUNTY OF JASPER, INDIANA

POSITION: **Deputy Auditor/Personnel and Payroll**
DEPARTMENT: **Auditor**
WORK SCHEDULE: **8:00 a.m. - 4:00 p.m., M-F**
JOB CATEGORY: **COMOT (Computer, Office Machine Operation, Technician)**

DATE WRITTEN: March 1999 **STATUS: Part-time**
DATE REVISED: June 2024 **FLSA STATUS: Non-exempt**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Jasper County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Deputy Auditor/Personnel and Payroll for the Jasper County Auditor's Office, responsible for assisting in processing County payroll and personnel records, and assisting the public.

DUTIES:

Receives and processes payroll claims/vouchers from all County departments/offices, including auditing forms, posting on computer, preparing related claims and reports, reconciling accounts, making related journal entries to general ledger on computer, and processing checks or transmitting direct deposit checks. Communicates with other departments to resolve problems.

Issues checks to appropriate individuals from various funds, and maintaining fund numerical system, including assigning/changing as needed.

Maintains County health insurance records, including answering questions, ensuring proper completion of forms, and distributing insurance books.

Answers telephone and greets visitors, providing information and assistance, taking messages, and/or transferring/directing to appropriate personnel.

Performs duties of other department personnel as needed or in their absence, including, but not limited to, assisting the public with filing various exemptions, processing real estate transfers, and maintaining ditch book.

Performs various clerical duties, such as assembling packets for new personnel.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Maintain a high level of professionalism while working with the public and taxpayers of Jasper County.

Working knowledge of standard bookkeeping principles, ability to perform arithmetic calculations, and prepare and maintain accurate financial records as required.

Working knowledge of County government, County health insurance programs, Department and standard office policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to complete various forms and prepare documentation.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, typewriter, microfilm reader, copier, calculator, and postage meter.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, abstractors, attorneys, insurance carrier, various state departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work in a team environment and work alone with minimum supervision.

Ability to work on several tasks at the same time, complete assignments effectively amidst frequent distractions and interruptions, and memorize and retain instruction.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to read/interpret detailed sketches and various maps.

Ability to occasionally work extended hours.

II. RESPONSIBILITY:

Incumbents perform moderately complex, standardized duties with work priorities determined primarily by service needs of the public and seasonal deadlines. Errors in incumbent work are usually prevented through procedural safeguards and are detected through notification from other departments, agencies, or the public. Undetected errors could result in loss of time to correct and inconvenience to other departments, agencies, or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, abstractors, attorneys, insurance carrier, various state departments, and the public for the purpose of exchanging and explaining information, resolving problems, and rendering services.

Incumbent reports directly to Auditor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving sitting for long periods, speaking clearly, hearing sounds/communicating, fingering objects, handling/grasping objects, crouching/kneeling, lifting objects weighing less than 25 pounds, and close vision. Incumbent occasionally works extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Deputy Auditor/Personnel and Payroll for the Auditor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

_____ _____
Applicant/Employee signature Date

_____
Print or type name