

Uintah County

Job Description



| | | | |
|--------------------|------------------------|------------------------|-------|
| Title: | Deputy Clerk/Auditor I | Code: | 507.1 |
| Division: | Administration | Effective Date: | 3/07 |
| Department: | Clerk/Auditor | Last Revised: | 2/12 |
| FLSA Cat: | Non-Exempt | Pay Grade: | 12 |

GENERAL PURPOSE

Performs a variety of entry level complex clerical duties as needed to expedite the daily processes and statutory obligations of the office of the County Clerk/Auditor.

SUPERVISION RECEIVED

Works under the general supervision of the County Clerk/Auditor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (Performs Some or All of the Following)

Accounts Payable: Performs a variety of complex clerical duties as needed to expedite the day-to-day activities, projects and requirements of the office of county auditor; performs duties related to accounts payable; maintains ongoing accounting record of county-wide expenditures and financial obligations; reviews claims, assigns vendor numbers; reviews claims to verify payment authorization according to proper signatures; assures proper allocation of expenditure according to fund accounts and codes.

Computer enters all claims and transactions as needed to update and maintain general ledger; generates edit reports to show accounts payable; prepares check register for commissioner approval as needed to process claim requests; generates warrants for payment, signs warrant and issues the same; receives periodic demand claims and processes payment according to established procedures; oversees acquisition of county credit cards, apprises bank of card actions, i.e., activation, cancellation, etc; monitors credit card receipts.

Accounts Receivable: Prepares and mails invoices; receives and receipts various deposits from revenue accounts, i.e., justice court, Telecom, airport, city joint ventures, E-911, fire suppressions, tourism and room taxes, internet, cemetery fees, landfill prepaid gate fees and commercial haulers; weed control operations; prepare and compile monthly reports.

Taxation: Prepares and mails exemption affidavits; monitors exemption status for various organizations; organizes tax sales, follows legal requirements, issues certified letters notifying of pending sales; prepares tax assessment rolls and verifies valuations essential to establishing certified tax rates; prepares and mails valuation notices; assists taxpayers with appeal preparation, schedules appoints with Board of Equalization; updates tax accounts to show value changes, abatements, property changes, etc.

Payroll: Receives and processes time sheets; prepares regular payroll; determines employee earnings, calculates employee withholdings (i.e., state taxes, federal taxes, social security, retirement, and insurance); performs computer entries and operates computer programs to complete payroll process and prints payroll checks; maintains year-to-date records of wages, deductions, taxes and benefits; maintains confidential computerized payroll records showing employee pay rates, withholding allowances, benefit deductions, and other authorized payroll withholdings; performs computer entries of work time, sick leave, annual leave and comptime accrual and usage.

Reconciles and files state withholding taxes and makes federal withholding tax deposits; reconciles and generates checks for payroll deductions/benefits with various private, state and federal agencies; creates

correcting general ledger entries for payroll, benefit and withholdings; corrects payroll distributions by journal entry as needed.

Files all annual taxes and related reports with social security, federal and state governments, department of labor, workers compensation, state disability insurance, etc.; assures accuracy, completeness, and timely delivery; prepares and issues annual 1099's and W-2's for tax purposes.

Clerk: Issues business licenses, restaurant licenses, beer licenses, dog licenses and marriage licenses and keeps records on the same; issues passports, assists the public over the counter and on the telephone; answers all correspondence received by the office; maintains various vital records related to births and deaths, passport applications, etc.; acts as department records officer in compliance with Utah GRAMA guidelines.

May take minutes of county commission meetings requiring transcriptions; types all minutes of county commission meetings; types correspondence and notices for commission as needed; assists in the update and maintenance of minute indexes.

Assists in the management of various permanent records such as contracts, deeds, easements, petitions, leases, ordinances and bond certificates; assures proper filing; monitors access to records and files; makes copies and distributes according to government records management laws and guidelines.

Elections: Prepares legal notices and publications as required by law; receives and reviews petitions to run for office; assists to oversee the ongoing and periodic processes of the office related to voter registration, candidate filing, ballot preparation and assembly, voter machine maintenance and assembly, absentee balloting, record purging, forms processing, passports, commissioner county divisions, precinct organization and divisions and election results processing.

Assists county clerk in necessary preparations for elections; such as entering and updating names of voters into computer; selects and trains registration agents and election judges in responsibilities and duties; provides polling places with supplies; mails absentee voter ballots; informs the public on issues and questions related to election.

Performs various tasks essential to the voting process; assists to prepare ballots, audits ballot cards; operates ballot machine as needed to prepare ballot packets and books; assists to train registrars and polling judges; apprises personnel of changes in voting laws or procedures.

Fixed Assets: Maintains depreciation schedule, including additions, deletions, adjustments, transfers, etc, on all fixed assets to comply with GASB34 requirements.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school with course background in accounting or bookkeeping;
- AND
- B. One (1) year of related experience performing fund or governmental bookkeeping;
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of county fiscal practices and procedures; professional accounting standards and ethics; generally accepted accounting principles established by AICPA and GASB; laws and regulations pertaining to tax reporting, office machines and filing systems; budgetary principles; complex bookkeeping and accounting techniques most appropriate to county government; interrelationships of all county departments; basic filing systems, alpha and numeric; standard office practices and procedures related to filing and record keeping; personal computer operations and various data and word processing applications.

Ability to analyze a variety of financial problems and make recommendations; apply generally accepted accounting principles in financial reporting; work quickly and accurately with figures; perform basic mathematical computations; work under time pressures in meeting deadlines; communicate effectively, verbally as well as in writing; develop and maintain effective working relationships with elected officials, professionals, the public and fellow employees; operate a variety of types of standard office equipment and machines such as 10 key calculator, personal computer.

3. Special Qualifications:
None.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to completion of essential functions. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking; guided and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)