

## **Payroll/Election Clerk**

Blaine County has an opening for a Payroll/Election Clerk. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3<sup>rd</sup> floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at [www.blainecounty-mt.gov](http://www.blainecounty-mt.gov). All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION IS OPEN UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY  
POSITION DESCRIPTION**

**POSITION:** Payroll/Election Clerk

**DEPARTMENT:** Clerk and Recorder's Office

**ACCOUNTABLE TO:** Clerk and Recorder

**REVISED:** July 12, 2021

**PLEASE COMPLETE THE FOLLOWING TESTS AND ATTACH RESULTS WITH YOUR APPLICATION – PLEASE CONTACT MONTANA JOB SERVICE or PROVIDE RESULTS FROM TESTS TAKEN ONLINE:**

- **TYPING TEST**
- **10 – KEY TEST**
- **EXCEL (2010)**

**SUMMARY OF WORK:** The Payroll/Election Clerk be responsible for a variety of payroll duties, as determined by the Clerk and Recorder. Other responsibilities include waiting on customers and assists in recording and filing of documents as needed, required to issue birth and death records, collect and receipt fees, balance daily transactions, and in general, adapt to all phases of work within the office. Assist with all other office duties when required and as requested. During election cycles this position will be asked to assist with all aspects of the election process. Maintain close and cooperative working relationships with supervisory personnel, other office personnel and the public.

**JOB CHARACTERISTICS:**

**Nature of Work:** The Payroll/Election Clerk performs professional duties requiring frequent contact with county officials and county employees for payroll information and must maintain absolute confidentiality of sensitive information. Requires absolute ability to maintain confidentiality of sensitive information. Breach of confidentiality laws will result in immediate dismissal from the Clerk and Recorder's office. Will be required to work overtime hours during election cycles and occasionally at other times specified by office workload.

The Payroll/Election Clerk performs duties requiring adherence to standards of accuracy, detail, and timeliness. Work is generally performed in an office setting. There are extended periods of sitting when using computer, telephone, and other office equipment. There may be stretching, bending, some lifting and climbing stairs.

**Personal Contacts:** Must work daily in very close proximity in a single office area with other employees. Continuous and harmonious interaction with other office employees is necessary and required. Position requires contact with the public at the counter and in the office. There is frequent interaction with other county departments, law offices, title companies, and financing institutions.

**Supervision Received:** The Payroll/Election Clerk receives supervision as needed from the Clerk & Recorder. However, the position is often self-directed in performance of duties. The Payroll/Election Clerk will also work independently on many projects and must be able to prioritize and complete tasks with minimum supervision.

**Essential Functions:** This position requires:

- Ability to communicate orally and in writing
- public speaking
- public relations
- ability to hear speaking voices and answer the telephone
- ability to operate a computer and other office machines
- ability to travel to other offices
- ability to lift up to 40 pounds
- ability to operate a motor vehicle
- overnight travel for training

**Working Conditions:** Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Some physical effort, including lifting, is required. The Payroll/Election Clerk must have visual, physical, and technical ability to independently use a computer, photocopier, scanner and fax machine; requires occasional stooping, kneeling, crouching; requires regular standing, walking, sitting, talking and hearing. Limited automobile driving and overnight travel required.

**AREA OF JOB ACCOUNTABILITY AND PERFORMANCE:**

The Payroll/Election Clerk shall be responsible for the following:

- Maintaining personnel records, including new hires and terminations
- Preparing and submitting monthly, quarterly, and yearly payroll reports
- Preparing W-2's
- Computing and inputting timecards, and running payroll checks.

- Working with Clerk & Recorder and Commissioners to ensuring the county pay schedule is applied accurately
- Keeps employees informed on benefit programs and issues.
- Performing basic office duties as directed by the Clerk and Recorder
- Performs other related duties as assigned or required.

### **JOB REQUIREMENTS:**

**Knowledge:** The position requires a basic knowledge of employment law, FMLA, state and federal laws governing payroll, workers compensation, unemployment and knowledge of payroll functions. Basic knowledge of BARS accounting. Proper English spelling, grammar and punctuation; knowledge of legal terminology; knowledge of procedures and practices of county government; knowledge of research and Montana Codes Annotated; knowledge of computers and computer software programs; knowledge in general office functions, procedures and organization; operation of office equipment, including computer, printer, scanner, fax machine, typewriter, calculator, and multi-line telephone. Need physical skills of sight, hearing and finger dexterity.

**Skills:** This position requires good verbal communication and writing skills, including ability to explain procedures and policies; ability to follow directions; skills in operating a computer and computer software for word processing; skills in online research and the internet; skills in operating general office equipment; being organized, being detail-oriented and accurate; managing time well; typing and operating various office machines; and remembering names, faces and facts, especially as to dates and accurately calculating.

**Abilities:** This position requires the ability to lift 40 pounds, walking, and climbing stairs. The workplace is located in the Blaine County Courthouse. Some files may be located on first floor, second floor or basement. Restrooms are located on every floor. This position requires the ability to: communicate effectively orally and in writing; communicate with people who may be upset or unstable; deal with stress of deadlines; be detail and accuracy oriented; work independently; supervise and provide effective training; manage time well; maintain confidentiality; establish effective working relationships with county officials, department heads, employees, and the public.

**Hours of Work:** Monday through Friday 8:00 a.m. to 5:00 p.m.

### **EDUCATION AND EXPERIENCE:**

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

- A High School Diploma or equivalent diploma (GED)
- One or more years' experience in an office with payroll, record keeping, and use of office machines and a computer preferred.
- Must possess or obtain upon hiring a valid Montana driver's license.

**ADDITIONAL INFORMATION ABOUT POSITION:** The Payroll/Election Clerk handles sensitive information regarding personnel issues of county employees and correspondence may be of a confidential nature. The Payroll/Election Clerk must enjoy working under pressure as often there are deadlines that must be met. The work must be accurately done because it may be relied upon by various Blaine County departments. The position will include a variety of tasks and responsibilities, including a great deal of people contact.

**JOB PERFORMANCE STANDARDS:** Evaluation of the Payroll/Election Clerk will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties
- Accurately maintains personnel files
- Accurately prepares monthly payroll
- Competently prepares and submits all monthly, quarterly and annual payroll reports
- Demonstrates the knowledge, skills and abilities necessary to perform work satisfactorily
- Completeness, accuracy, and neatness of work
- Effective communication and professional skills, being consistent and fair with employees, Elected Officials, and Supervisors
- Performs work with efficiency, consistency and timeliness
- Ability to perform independently without constant supervision
- Sets goals, puts forth effort to reach them
- Ability to work with fellow employees, as well as the public, and adapt to change
- Maintains good department image and morale

- Personal characteristics, as shown in relationships with co-workers, supervisors, visitors, and telephone manners
- Adherence to the County policies to ensure they are met
- Judgment and common sense
- Ability to maintain confidentiality and discretion
- Overall work performance
- Observes work hours and demonstrates punctuality

**Payroll/Election Clerk  
Position Fact Sheet**

Work Week:	Monday – Friday, 8:00 – 5:00. Modification of work week is at the discretion of the supervisor
Salary:	\$18.96 per hour: \$39,436.80 annually  ***85% is for the first six (6) months: \$16.12 an hour  ***90% is for month 7 to 12: \$17.06 per hour
Health Insurance:	Employee single rate insurance premium paid by the County. A variety of plans are available. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 8.47% Contribution by County
Vacation Leave:	Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)
Probationary Period:	Twelve (12) Months