

CLAY COUNTY AUDITOR'S OFFICE

JOB DESCRIPTION: OFFICE ASSISTANT

SUPERVISION: Under direct supervision of the County Auditor

EXPERIENCE: A positive attitude, happy demeanor and a genuine interest in people is necessary. The desire to learn and share information as it relates to computer operations and all facets of the County Auditor's office. The ability to communicate clearly, listen carefully and perform tasks correctly, with efficiency. To be organized and focused with the ability to multi-task while being interrupted in the pursuit of daily assignments.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Individuals must possess the following knowledge's, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job:

DESCRIPTION OF DUTIES:

1. Must receive, review and understand the policies of Clay County, Iowa as set forth in the Personnel Policy Handbook and agree to abide by the terms and conditions of the Personnel Policy Handbook.
2. Meet, greet and serve the public with tact and courtesy.
3. Knowledge of proper English and grammar and usage, including business writing techniques.
4. Be knowledgeable and proficient of existing computer programs and practices as they relate to accounting, payroll, voter registration, and real estate.
5. Ability to proficiently operate general office equipment, such as a computer, desk top calculator, copy machine, fax machine, postage machine, and telephone. Utilize Microsoft Office products such as WORD, Excel, Publisher, Outlook, and PowerPoint.
6. Perform a variety of clerical duties, including typing, filing, assisting with reception duties, opening incoming office mail in order to distribute to appropriate staff following established guidelines.
7. Working knowledge of the processing of monthly and bi-weekly payroll, ACH transmittal and the printing of payroll checks and payroll processing reports.
8. Data entry and review of accounts payable claims for County departments in compliance with the Iowa Uniform Chart of Accounts. Prepare A/P claim reports for approval by the Board of Supervisors. Payment of invoices and statements will be made upon approval by the Board of Supervisors or as directed by the County Auditor.
9. Knowledge of document imaging software processing and procedures to electronically store accounts payable claims, Board of Supervisor minutes, contracts, correspondence, and any other documents suitable for long term optical storage.
10. Balance accounting and drainage month-end processes with the County Treasurer. Process month-end journal entries, general ledger reports, and distribute expense summary reports to County departments.

11. Balance money taken in during the month thru plat book sales, copies, etc and preparing a Quarterly Report of Fees received that is submitted to the Board of Supervisors for approval.
12. Maintain the content and design of the Clay County Financial Directory that is published annually with information gathered from all County departments.
13. Assist in areas of Election administration as needed. Prepare printed materials for precinct kits; process absentee ballots in office and to be mailed; process, image, and file voter registration documents; and possess strong working knowledge of the State Voter Registration System (IVOTERS).
14. Assist in the processing of Real Estate transactions from updating plat maps with new owner names, real estate transfer book entries, assigning Real Estate Survey parcel letters and drawing the survey on the county plat books. Balance real estate transactions monthly with the County Recorder.
15. Knowledge of the methods and procedures necessary to do daily and full system saves on the County iSeries server. Assist with Spam Filter duties and email traffic monitoring.
16. Maintain office supplies as it relates to the operation of the office and the conduct of business.
17. Because of access to financial and personnel information, it is necessary to maintain such knowledge in confidence. Personal integrity and honesty is paramount.
18. Ability to work under pressure and meet deadlines.
19. Ability to cooperate with other staff members to accomplish tasks in the Auditor's absence.

WORK ENVIRONMENT

Most work is performed indoors in an office setting. Must occasionally lift books or boxes of paper weighing up to 20 pounds and occasionally lift election equipment weighing up to 70 pounds with assistance. Election responsibilities require occasional weekend, early morning, and late night work hours.

1. Marginal functions of positions that are incidental to performance of fundamental job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform other job related duties requested by their supervisor. The County Auditor reserves the right to change or reassign job duties, or combine positions at any time.