

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Office Clerk

Department: Highway

Reports to: Highway Commissioner, Office Manager

Pay Grade: F – Office Clerk

Date: _____

Hours Per Week: 40

PURPOSE OF POSITION

Under the general supervision of the Office Manager and the Highway Commissioner, the Office Clerk assists with the clerical and accounting functions of the department. This individual will assist the Office Manager in maintaining the department's financial accounts and records in accordance with the Wisconsin Department of Transportation Uniform Cost Accounting procedures and GASB principles. This individual also assists in other office functions including assisting the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain records of employee's vacation, sick leave, comp time, and unpaid time off. Record all benefit data in the Access database. Balance Access database with Employee Benefit Calendars and Highway Cost Accounting data. Inform staff of benefit totals frequently.
- Verify accuracy of all time sheets. Notify staff of errors and have them initial correction on time sheet. Key in daily time data including labor and machinery hours to appropriate Labor Codes, Project IDs, Activity Codes, and Object Codes. Record all batches in Batch Log Book. Notify Office Manager when new codes are needed.
- Compile and prepare data for backpay. Key in to appropriate Project IDs. Work with County Clerk's Office to interface.
- Prepare time cards biweekly for all hourly staff. Assist in making sure time sheets are available in breakroom.
- Process biweekly payroll including printing required reports and documentation. Create and print Labor Distribution report. Compare time cards to Labor Distribution report and verify for accuracy. Interface to County Clerk's Office. Key in penny adjustments to balance with County Clerk's office payroll documentation. Prepare payroll adjusting entries and prepare voucher for Highway Commissioner and Highway Committee approval.
- Maintain and update biweekly spreadsheets for all overtime earned and comp time earned and used and provide reports to Highway Commissioner as requested.
- Key in monthly Inventory Withdrawal data to appropriate codes. Check Inventory Cost Accounts and Project IDs for accuracy.
- Prepare Summary of Receipts for deposit and key in appropriately.
- Complete LRIP forms and type documentation for Highway Commissioner as requested. Mail to appropriate persons.
- Assist in maintaining Town, Village, and Local Statements. Verify appropriate costs on monthly bills and ensuring correct Project ID's; activity codes; equipment numbers, hours, and rates; and employee

numbers, hours, and rates; and materials used. Balance Accounts Receivable with Trial Balance monthly.

- Be able to perform advanced functions in Excel including but not limited to, creating forms, updating formulas, create and maintain tables, run macros, and sort data.
- Be able to perform advanced functions in Word including but not limited to, creating and updating letters, memos, forms, tables, and other documents as needed.
- Update Access database with employee personal data.
- Update and print out annual Paser road inventory report as requested. Provide updated reports to Lead Blacktop Foreman and Highway Commissioner.
- Using yearend audit report, record costs and revenues on equipment cards for each piece of equipment.
- Prepare vouchers for Highway Committee meeting, prepare voucher listing for member's signatures, prepare and mail checks to vendors after approval. Verify all vouchers are listed and approved by the Highway Committee. Record all vouchers in Voucher log book.
- Prepare documentation for conferences, make hotel reservations, and provide information to attendee. Prepare voucher for payment of registration fees and lodging.
- Type driveway permits, collect fees, and file documentation upon completion and record in driveway permit log book. Forward completed and approved driveway permits to the Zoning department. Mail completed permit to landowner.
- Type Utility permits as needed.
- Type various bid specifications and prepare bid letters as requested by Highway Commissioner. Mail to appropriate vendors.
- Type various advertisements and arrange for printing in local newspaper.
- Order various office supplies for staff as necessary.
- Prepare a variety of documents and correspondence for Highway Commissioner.
- Type Minutes and Agendas for Highway Committee meetings and provide copies to appropriate people. Ensure there was proper proof of notification of agendas.
- Prepare injury and Worker's Compensation reports and send to insurance company and County Clerk's office.
- Run basic expense reports showing costs incurred for projects when requested.
- Performs reception tasks including receiving vendors and visitors, answering telephone calls and relaying messages.
- Organize files and prepare documentation for storage according to record retention guidelines.
- Notify Office Manager of any Highway Cost Accounting errors or issues. Work with accounting software programmers to update and correct problems encountered.
- Assist Office Manager with recording and depositing money received from various sources and key to appropriate cost accounts.
- Assist Office Manager in creating and keying in Vouchers when necessary.
- Assist Office Manager with FEMA documentation as requested.
- Assist Office Manager with various other duties as they arise.
- Assist Part's Clerk with fuel inventory. Prepare fuel reports for data entry.
- Assist Part's Clerk with recording County and Town use of repair parts and materials inventory. Record on inventory sheets appropriately for data entry.
- Assist Part's Clerk with writing up sales of materials and supplies to private individuals.
- Attend meetings and seminars related to computer updates and accounting procedures.
- Be assigned to other duties as determined by management.
- Responsible for participation of any and all safety related training required by County, State, and Federal agencies.

MINIMUM TRAINING, EXPERIENCE, AND SKILLS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Accounting or Business Administrative degree preferred from a two year business college or technical school. Considerable accounting and computer knowledge; or any combination of education and experience that provides equivalent knowledge, skills, and abilities for this position.
- Basic knowledge of cost accounting principles.
- Experience with computer data entry.
- General knowledge of office terminology, procedure, routines, and equipment.
- Have the ability to prepare reports and records.
- Have the ability to learn and adapt new computer skills as available to perform duties efficiently.
- Extensive working knowledge of Microsoft Word, Excel, and Outlook software. Moderate working knowledge of Access software.
- Proficient using a 10-key calculator. Must be accurate and enjoy working with figures on a daily basis.
- Ability to perform tasks while being subject to frequent interruptions with ability to carry out sometimes complex oral and written instructions.
- Have the ability to establish and maintain effective working relationships with professional personnel and the public.
- Current WI Driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including financial reports, letters and memos, Wisconsin DOT Office Manager manual, County Policy and Highway Addendum, accident reports, insurance reports and letters, variety of office forms and applications.
- Ability to prepare a variety of documents including reports, letters, forms and applications, financial analysis spreadsheets.
- Ability to record and deliver information, explain procedures, instruct staff.
- Ability to communicate effectively with supervisor, staff, general public, other professionals.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data information.
- Ability to classify, compute, tabulate, and categorize data.
- Ability to learn and use the ACS Highway Cost Accounting program.

Judgment and Situational Reasoning

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.

- Ability to work independently and with others.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgment.
- Ability to solve practical problems.
- Ability to analyze data and information.

Physical Requirements

- Large percentage of time is spent sitting at desk, using hearing, near and far vision, and fingering for typing, word processing, computer keyboard or other office machines. Handle papers and manuals, etc.
- Talks to staff, callers, vendors, and visitors.
- Some time is spent standing and reaching in order to perform filing or other duties, and lifting and carrying files, copy paper, binders, and other office materials.
- Frequently moves about the office. Frequently moves about the Highway building. May travel to other offices or sites for meetings, mail, deposits, checks, etc.
- Some time is spent stooping, kneeling, crouching, or climbing.
- Operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, dust, to work under moderately safe and comfortable conditions.

Richland County is an Equal Opportunities Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CLOSING STATEMENT

This description has been prepared to assist in evaluating responsibilities, duties and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Employee's Signature

Highway Commissioner Signature

Date

Date