

Clinton County, Iowa Job Description

Job Title: Deputy 2 Auditor	Reports to: Clinton County Auditor
Department: Clinton County Auditor's Office	Pay Band:
Revision Date:	FLSA: EXEMPT

GENERAL STATEMENT OF WORK:

Under limited supervision, the Deputy 2 Auditor performs professional and technical work for the Clinton County Auditor's Office. Work involves oversight of the Elections Office (a division of the County Auditor's Office), payroll processing, hiring and termination administration of County employees, reporting duties related to payroll, customer service, accounts payable, mail room functions, office budget administration, and other duties as assigned.

SUMMARY:

This position, in part, is responsible for the successful administration of all elections conducted within Clinton County, Iowa. This job includes accurately maintaining voter records and understanding and respecting the electoral process as described in the Code of Iowa.

Administering elections in Clinton County is just one of the many important duties assigned to the Clinton County Auditor's Office. Successful and professional administration of elections is vital in the Auditor's Office.

The position of **Deputy 2 Auditor** works under the supervision of the Commissioner of Elections (County Auditor) and directly oversees the Election Coordinator.

Duties associated with this position include accurate data entry, effective communication with the public, accurate filing, document creation.

This position is also responsible for the accurate processing and administration of all County payroll functions, as well as serving as the back up for benefits to the Human Resources Director and Human Resources Administrator.

This position requires an associate's degree or equivalent.

To be successful at this position, one should be able to interpret the Code of Iowa and Administrative Rules to plan and conduct various elections, be able to understand labor laws and labor contract language, be a competent keyboard operator, be able to effectively communicate with the public and associates, be able to prioritize duties, be able to complete tasks with efficiency and accuracy to meet deadlines and be able to work long hours during election periods including nights and weekends.

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Essential Job Duties and Responsibilities:

- Elections Oversight
 - Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks
 - Supervises the Election Coordinator in accordance with the applicable laws, collective bargaining agreements and county policies.
 - Oversees hiring and training of precinct election officials for all voting precincts.
 - Works with the Elections Coordinator to prepare and implement a plan to conduct each election, including procedures for absentee voting in-office, off-site and by mail; developing proper timeline and schedules, meeting critical deadlines, evaluating statistical data to determine necessary support staff, election workers, voting facilities, voting equipment, ballots and supplies.
 - Assist the County Auditor with the preparation and monitoring of the annual Elections Office budget.
 - Reviews election laws and monitors proposed and approved legislative changes, implementing them as needed.
 - Acts as a liaison for Elections functions:
 - Answers questions relating to all aspects of elections, including but not limited to voter registration, absentee ballots, candidate nominations, campaign ethics and finance, US Census information, maps and election signs.
 - Prepares and researches election history and answers questions related to candidates and election results.
 - Conducts voting demonstrations and voter registration drives as mandated.
 - Responsible for all elections materials, supplies, equipment and records.
 - Monitors electronic transfer of voter registration records from DOT to the county via the state voter registration database.
 - Other duties as assigned.
- Payroll Processing
 - Process hours worked by employee through payroll system.
 - Process checks and direct deposit forms and disburse to employees.
 - Generate direct deposit and submit online biweekly.
 - Submit Federal and State taxes online biweekly.
 - Process and distribute payments for payroll deductions.
 - Generate IPERS files for County and County Assessor monthly.
 - Submit IPERS file online monthly.
 - Generate billing invoices for special grant and projects.
 - Complete, balance and submit claims for reimbursement for GTSB in coordination with the Sheriff's Office.

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- Calculate and input hourly rate information into payroll system to adhere to the pay scale of union contracts.
- Calculate and input hourly/salary rate for all Elected Officials and other non-union employees annually.
- Participate in training webinars as scheduled.
- Hires and Terminations
 - Process paperwork on all required forms and payroll deductions for new County hires.
 - Update employee records and process a final check when an employee leaves County employment.
- Payroll Administration
 - File new employee information to all the required entities.
 - Process claims for administrative fees or premiums.
 - Assist employees in regards to payroll questions.
 - Track part-time and seasonal employee hours to make sure their qualification for certain benefits.
 - Tracking FMLA hours to make sure the employee does not exceed the maximum hours allowed.
 - Track employee' vacation, sick and other types of leave.
 - Generate and distribute biweekly or monthly leave reports for appropriate offices.
 - Complete enrollment verifications as received.
 - Process open enrollment information every July with the help of Human Resources.
- Reports
 - Process wage reports to the US Census Bureau, Social Security, Iowa Department of Labor, Iowa State Association of Counties and other entities as required or requested.
 - Process the annual wage report as required by state law to be published in the official County newspapers.
 - Process and issue annual W2 forms for employees.
 - Process and issue 1099, 1094, 1095 and ACA forms to vendors who meet the required reporting threshold.
- Customer Service
 - Answer incoming telephone calls – answer questions, transfer calls, etc.
 - Assist customers in the office.

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- Accounts Payable
 - Generate claims for insurance premiums and administrative fees.
 - Enter claims to generate checks for payroll and benefit process as needed.
 - Research information through accounts payable program as needed.
 - Process information from returned W9 forms as needed.
 - Correspond with vendors to obtain required W9 forms needed for 1099 reporting.
- County Mail Functions
 - Utilize an inserter machine to prepare payroll checks for mailing biweekly, as needed.
 - Prepare various documents for mass mailing.
 - Schedule maintenance and/or repair as needed for the inserter machine and other mail processing equipment.
 - Process department mail as needed.
 - Monitor and update funds for postage to ensure sufficient amounts are available for outgoing County mail.
 - Assist other departments with equipment operation issues as needed.

Minimum Qualifications Requirements - (Education and Experience):

- Qualified applicants should have an associate's degree. Higher education is preferable.

Minimum Qualifications – (Knowledge, Skills and Abilities):

- Proficiency in Microsoft Office Excel, Word, Power Point and Outlook.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Ability to manage strict deadlines.
- Ability to work long hours and travel locally and out of town.
- Ability to interact with a variety of people and communicate effectively.
- Ability to represent Clinton County with honesty and integrity and uphold a positive image.
- Maintain a variety of files and records consistent with departmental or regulatory requirements.
- Proficiency of business administration including payroll and payables function.

Language Skills:

- Ability to read and comprehend general business and legal documents.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from a variety of people in English using appropriate terminology and language.

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General Skills and Knowledge:

- Knowledge of County funding process.
- Know how to administer employee benefits including COBRA, IPERS, FMLA, etc.
- Understand union contract stipulations as they relate to payroll.
- Knowledge of reporting timelines.
- Ability to manage time and demonstrate flexibility.
- Accurately enter data.
- Perform duties with minimal supervision.
- Collect information from various sources, receive and check documents for accuracy, for completeness and conformance to prescribed rules and regulations.
- Ability to testify in court if needed.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to think independently, rationally, analytically and critically.

Work Environment:

- Noise – Moderate (example: business office with computers and printers, light traffic)
- Ability to work at times within stressful and confidential situations.
- Working with the public can cause exposure to unpredictable smells in example: perfume, smoke, body odor.

Physical Demands:

- Standing or being stationary – Approximately less than 1/3 of on-the-job time.
- Walking or traversing – Approximately less than 1/3 of on-the-job time.
- Sitting or being stationary – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items– Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position ones self to move – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 40 pounds.
- Carrying – Occasionally transporting an object, usually holding it in the hands or arms, or on the shoulder, including election equipment and office supplies.

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- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; extensive reading, and determining the accuracy, neatness, and thoroughness of the work assigned.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

Certificates, Licenses, Registrations:

Appointments will be conditional upon successful completion of pre-employment background checks. Applicant must possess and maintain a valid motor vehicle operator's license and an acceptable driving record. Applicant must complete the State Election Administration training program through Level III within three years of hire and maintain the certification through continuing education.

Supplemental Information:

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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Employee Signature: _____

Employee Printed Name: _____

Date: _____