

Morton County

Job Title: Payroll/Human Resource Clerk

Status: Full-time/FLSA non-exempt

Department: County Clerk

Reports To: County Clerk

Prepared Date: November 2013

Approved By: County Clerk

Position Summary: Manage aspects of employment and policy and procedure, enabling the County's departments to effectively carry out their various responsibilities. The employee should possess strong organizational skills, fluent in all basic office skills communication and public relations skills.

Functions :

1. Coordinates the employment paperwork and orientation process for all County Departments. Issue employee handbooks.
2. Perform all duties pertaining to payroll, human resources, and employee benefits for all County employees.
3. Administers employee insurance benefit programs (health, dental, life, Aflac, KPERS etc.); coordinates policy renewals, enrollment, termination, COBRA, etc.
4. Provides guidance on issues pertaining to employment laws, such as FMLA, FLSA, ADA, etc.
5. Interacts with the County Clerk when issues arise pertaining to payroll, timesheets, timing of benefits, etc.
6. Administers the County's pay plan, including updating the job classifications and salary schedule annually.
7. Facilitates the employee grievance process, sick time off, FMLA and conducts appropriate investigations when necessary.
8. Notarize documents.
9. Personal relations with the public, co-workers, supervisory personnel.
10. Financial Accountability is minor for departmental resources and not active in the annual budget process.

Marginal Functions:

1. Perform other duties as deemed necessary or assigned (i.e. Elections).

Qualifications:

1. Accounting principles and practices
2. Exercise discretion and good judgment.
3. Ability to answer telephone and operate fax, computer, copier and other office equipment.
4. Valid drivers' license.
5. High School Diploma or equivalent.

Physical requirements:

1. Minimal amount of bending, stooping, twisting, lifting heavy boxes (20 lbs), or climbing.
2. During Elections must be able to work late.