



CLERK OF THE CIRCUIT COURT & COMPTROLLER
GARY KNOWLES
TAYLOR COUNTY, FLORIDA

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JOB TITLE: PAYROLL CLERK / DEPUTY CLERK
DIVISIONS: FINANCE DEPARTMENT
SUPERVISED BY: COUNTY FINANCE DIRECTOR
Full-Time, Monday – Friday, 8:00 a.m. – 5:00 p.m.

SALARY GRADE: ENTRY LEVEL
MINIMUM SALARY: \$15.00 / HOUR
FLSA STATUS: NON-EXEMPT
SUPERVISION DUTIES: NONE

GENERAL POSITION DESCRIPTION SUMMARY:

Taylor County Clerk of Court Deputy Clerk positions are clerical in nature and may include customer service and data entry. The Deputy Clerk may compile and maintain records for a court of law and perform various duties utilizing knowledge of court system procedures, established law, policies, guidelines, statutes, administrative orders and timelines. The Deputy Clerk provides information to the general public, judiciary and other court related agencies.

Work is performed under general supervision and may include use of initiative and independent judgment at times in accordance with well-defined policies, procedures and techniques.

The incumbent may exercise one or more of the skills and functions contained within this description as assigned.

KNOWLEDGE, ABILITY AND SKILLS NECESSARY: the position requires the ability to:

- Be interested in public service and have excellent customer service skills
- Develop a basic understanding of the work flow within the Clerk's Office
- Work with a personal computer in a Windows environment
- Have basic knowledge of business English, spelling, punctuation, alphabetizing and solving basic mathematical problems
- Utilize word processing, spreadsheet, e-mail applications and office equipment as necessary
- Learn and understand multiple case management systems and enter reliable data
- Take telephone, written and in-person inquiries and complaints from the public and professionals
- Establish and maintain working relationships with county, judiciary, co-workers, management and legal community
- Be self-motivated, able to work independently and / or with minimal supervision
- Organize and prioritize work
- Find effective solutions to immediate problems and adapt to changing work environment, delays or unexpected events
- Be professional at all times and comply with professional etiquette
- Demonstrate sound and accurate judgment
- Handle pressure or conflict by not becoming overwhelmed and manage reactions to situations
- Handle confidential information with tact and discretion
- Lift, locate, identify, retrieve and update files weighing up to 20 pounds
- Sit, stand, reach overhead, bend, stoop, including for extended periods of time

SPECIFIC POSITION RELATED DUTIES:

In addition to the essential knowledge, abilities and skills required, this position includes, but is not limited to, performing the below specific related duties:

- Respond to requests for information and answer employee questions relating to payroll in an accurate and timely manner
- Manage electronic timekeeping and manually collect and verify timesheets
- Calculate payable hours, tax withholdings and deductions
- Enter employee and payroll data into system for payment
- Calculate bank transfers for payroll; issue paychecks and direct deposits
- Prepare and submit tax payments in a timely manner
- Prepare monthly, quarterly, calendar and fiscal year end reports and requirements
- Prepare accounts payable and refund requests related to payroll to be processed by the Accounts Payable Clerk
- Prepare and enter all journal entries related to payroll
- Investigate and resolve payroll discrepancies
- Learn and understand what constitutes public and confidential information and ensure that it is released only to authorized persons or agencies
- Initially and continually follow and review statutes, rules and best practices to ensure to remain updated on the duties, responsibilities, and requirements of the position, changes in policies, procedures and law and be able to apply such changes to related tasks
- Receive, reconcile and make insurance payments from Board and Constitutional Officers by due date
- Receive and reconcile monthly and fiscal year end stock / inventory by due date
- Maintain reasonably regular and punctual attendance
- Comply with all personnel policies and procedures in Employee Handbook
- Perform other duties as required

OTHER:

- Maintain COGNOS reports for payroll
- Submit payment for Building Department surcharges
- Prepare deposits for the Building Dept, Library, Boat Ramps, as needed
- Prepare daily balancing, to include taking deposit to the bank and picking up the Post Office mail, when the Administrative Clerk is not available
- May be required to train teammates

MINIMUM QUALIFICATIONS:

High School Diploma or GED required; College level courses in accounting and / or bookkeeping preferred; Minimum of one (1) year in accounting and / or bookkeeping required. A comparable amount of training and / or experience may be substituted for the minimum qualifications.

BENEFITS:

Full-Time Clerk of Court employees are eligible for:

- Available health, dental, vision, life and supplemental insurance plans

- FRS Retirement
- Accrued Employee Paid Time Off
- Holiday Pay

END NOTES:

The above position description in no way states or implies every skill or detail that is to be performed by the employee in this position. All employees are expected to maintain a full-time workload during business hours and are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. At no time should a clerk maintain a prolonged period of time in which no work is being performed. In the event that any employee has extended downtime, they should seek diligently for opportunities to assist other departments and / or assist the file clerk in their department filing.

This position description has excluded the marginal responsibilities of the position that are related to the performance of essential job duties. The requirements listed in this document are the minimum levels of knowledge, skills and abilities and are subject to change by the employer as the needs of the employer and requirements of the job change.

The Taylor County Clerk of Court and Comptroller is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the American with Disabilities Act, the description is subject to possible modification to reasonable accommodate qualified individuals with disabilities.

The Taylor County Clerk of Court and Comptroller is a Drug Free Workplace. All employees are required to be Drug Free and must abide by the Drug Free Policy in the Employee Handbook. Employees may be subject to drug test (s) to detect the presence and / or absence of any drug or alcohol which by way of the policy are prohibited.

This document does not constitute or create an employment agreement or contract, implied or otherwise, other than an “at will” relationship.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee's Printed Name

Clerk / Supervisor's Printed Name

Employee's Signature

Clerk / Supervisor's Signature

Date

Date