

**Job Title: Supervisor Payroll/Personnel**

**Department:** Auditor's Office  
**Immediate Supervisor:** County Auditor

**BRIEF DESCRIPTION OF THE JOB:** Processes payroll, performs accounting functions, maintains position control reports and provides payroll and benefit assistance for County employees.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time      Physical Strength Code

1) Processes payroll by entering employee data into computer, logging payroll deductions, reviewing timesheets for accuracy and entering into computer, running payroll checks and direct deposit forms, printing new timesheets and reports and distributing all to appropriate persons.	45%	S
2) Processes bills and reports by producing, verifying and remitting payment for various bills, compiling new employees packets and Cobra information packets, processing Cobra bills and notifications and receiving payments, processing child support deductions and compiling various reports.	25%	S
3) Maintains position control by verifying status sheets of employees are correct, entering changes into computer and assisting with salary forecasting for annual budget.	15%	S
4) Performs other duties by producing end of year reports, answering employees' questions regarding payroll and benefits and distributing various informational handouts.	15%	S
<p><b><i>Physical Strength Column:</i></b>    <i>S - Sedentary</i>    <i>L - Light</i>    <i>M - Medium</i>    <i>H - Heavy</i>    <i>VH - Very Heavy</i></p>		

**PHYSICAL DEMANDS**

**Overall Physical Strength Demands:**

Sedentary     Light     Medium     Heavy     Very Heavy

**Codes: for each physical demand code listed:**

*C = Continuously    F = Frequently    O = Occasionally    R = Rarely    N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	O	Filing
Sitting	C	Desk work
Walking	O	To other departments
Lifting	R	Boxes and files
Carrying	O	Reports and files
Pulling	O	File drawers
Pushing	O	File drawers
Using Fine Dexterity	F	Computer keyboard, calculator
Reaching	R	For files and supplies
Kneeling	R	Filing in lower drawers
Crawling	N	
Twisting	N	
Climbing	N	
Balancing	N	
Seeing	C	Reading, computer screen
Hearing	C	Communicating with personnel and on telephone
Talking	C	Communicating with personnel and on telephone
Using Foot Controls	N	

**Machines, Tools, Equipment and Work Aids:**

Computer and related software, calculator, copier, fax machine, telephone

**Environmental Factors:**

Exposure to and frequency:

D = Daily      S = Seasonal      W=Several Times Per Week      M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	N	Other (specify)			

<b>PRIMARY WORK LOCATION</b>			
Office Environment	X	Warehouse	Shop
Vehicle		Outdoors	Other:

**Protective Equipment Required:**

N/A

**Non-physical Demands:**

Frequency Codes:      F = Frequently      O = Occasionally      R = Rarely

Time Pressures	F	Emergency Situations	O
Frequent Change of Tasks	O	Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	O
Tedious or Exacting Work	F	Noisy/Distracting Environment	R

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

### **Experience:**

Over three years up to and including four years experience is required.

### **Certifications and Other Requirements:**

Valid Texas Class C Driver's License

### **Supervisory:**

Work requires functioning as a lead worker performing essentially the same work as supervised employees, and includes training, instructing, and scheduling work.

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

**Signatures - Review and Comment**

I have reviewed this job description and find it to be an accurate description of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.