

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 01/11/2024

Weekly Agenda Date: 01/16/2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Pat Gill - County Auditor

WORDING FOR AGENDA ITEM:

Approve to combine Clerk II and Clerk III job description to replace current Finance Clerk III description, deauthorize Finance Clerk II position and authorize and additional Finance Clerk III. Also authorize to hire Finance Clerk III.

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The workload of the clerical duties in the Auditor Finance area need to be more evenly distributed between to the two clerks. Currently, there is one Clerk II and one Clerk III authorized. I propose to combine the responsibilities of the two positions so the workload and assistance to the Deputy Auditor can be more evenly delegated to the two clerks. In combining the responsibility, each clerk would qualify for the Clerk III position.

These positions are crucial to the county. To name a few tasks - they are responsible in processing payroll, paying claims, maintaining board minutes, assisting with annual finance audit requests, assisting with authority budget receipt, tax valuations, and tax roll preparation.

BACKGROUND:

Clerk II and III current positions are attached and the proposed Clerk III combined position is also attached.

FINANCIAL IMPACT:

FY24 - \$3,000.00 additional
FY25 - maximum of \$4,000 additional

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Approve the four proposed motions.

ACTION REQUIRED / PROPOSED MOTION:

Motion by second by to approve to combine Clerk II and Clerk III job description to replace current Finance Clerk III description.
Motion by second by to deauthorize Finance Clerk II position.
Motion by second by to authorize an additional Finance Clerk III for a total of 2 authorized.
Motion by second by to authorize to hire Finance Clerk III.

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____

Department:

County Auditor/Recorder

Title: County Auditor/ Finance Clerk II

FLSA Designation:

Non-Exempt Grade 3

Effective Date: September 2020

Reports to:

Auditor Appointed Deputy

Purpose:

Responsible for the efficient, accurate, and timely performance of a variety of Auditor Finance duties including accounts payable maintenance and processing and payroll maintenance and processing. Performs various other clerical duties related to scope of responsibility as assigned and under direct authority of the Auditor Appointed Deputy and/or County Auditor Recorder.

Essential Functions and Responsibilities:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive.

Other duties may be required and assigned.

- Answers phone inquiries within scope of responsibility and refers inquiries to proper resource when necessary
- Responsible and accountable for the accurate, timely and efficient processing of all payroll claims for County employees and the issuance of accurate warrants in payment of County payroll claims in accordance with established policies and procedures and legislative requirements
- Checks and balances payroll insurance deductions and forwards reports to Human Resources
- Responsible for maintaining employee records in accordance with authorized approval
- Prepares and maintains appropriate files and records including the operations of claims processing
- Prepares Woodbury County Board Meeting Minutes in a timely manner
- Assures that all assignments are completed in a thorough and accurate manner
- Performs related tasks/assignments/special projects as assigned
- Responsible for reports related to the scope of responsibility as required by legislative policies and procedures or by the County Auditor/Recorder
- Prepares and maintains appropriate finance related scanning, filing, and recordkeeping
- Attendance is required

Non-Essential Functions and Responsibilities:

- Assists with the accurate and effective accomplishment of a variety of tasks/assignments/ reports/ special projects and other duties as assigned by the Auditor Appointed Deputy and/or The County Auditor Recorder.

Minimum Education and Experience Required to Perform Essential Functions:

- High school diploma or General Equivalency Degree (GED)
- Previous Accounting experience preferred
- Mathematical ability required
- Computer skills: Excel, Microsoft Word, and Outlook
- Accurate proofreading and excellent recordkeeping skills
- Ability to communicate tactfully and courteously with others
- Keyboarding skill test from Iowa Workforce Development with 40 words per minute (net score), within the last 12 months
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment

Mental and Physical Competencies Required to Perform Essential Functions:

Language Ability

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems. Knowledge of County principles and procedures.

Behavior Skills

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices.

Reasoning Ability

Ability to apply common sense understanding to carry out simple one or two stage instructions. Ability to deal with standardized situations with only occasional or no variables. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Cognitive Demands

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to set priorities regarding assignments and follow through to completion; ability to establish and maintain effective working relationships with associates and the public by means of clearly spoken English.

Equipment Used

Computer for data entry, spreadsheets and word processing, calculator (10 key), copier/scanner, possess knowledge of general office equipment and procedures. Type **rapidly and accurately with at least 40 words per minute (net score), accurate proofreading.** Possess knowledge of anything relating to County Auditor/Recorder systems.

Physical Demands

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 25 Lbs. or less and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surrounds and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word in clearly spoken English.

Environmental Adaptability

Work is performed in a typical office environment and has no unusual exposure to environmental issues.

Special Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment. The use of clearly spoken English for the skills and purposes of this job.

Keyboarding skill test from Iowa Workforce Development with 40 words per minute (net score), within the last 12 months

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____ Department: **County Auditor/Recorder**
Title: **County Auditor/ Finance Clerk III** FLSA Designation: **Non-Exempt Grade 5**
Effective Date: **September 2020** Reports to: **Auditor Appointed Deputy**

Purpose:
Responsible for the efficient, accurate, and timely performance of a variety of Auditor Finance duties including ~~primary backup~~ to accounts payable and payroll, and assistant to the Deputy Auditor with tax ~~and audit~~ preparation responsibilities. ~~This position is primary Finance Supervisor in the absence of the Auditor Appointed Deputy.~~ Performs various other clerical duties related to scope of responsibility as assigned and under direct authority of the Auditor Appointed Deputy and/or County Auditor Recorder.

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Essential Functions and Responsibilities:
The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- ~~Answers phone inquiries within scope of responsibility and refers inquiries to proper resource when necessary~~
- ~~Responsible and accountable for the accurate, timely and efficient processing of all payroll claims for County employees and the issuance of accurate warrants in payment of County payroll claims in accordance with established policies and procedures and legislative requirements~~
- ~~Checks and balances payroll insurance deductions and forwards reports to Human Resources~~
- ~~Responsible for maintaining employee records in accordance with authorized approval~~
- ~~Prepares and maintains appropriate files and records including the operations of claims processing~~
- ~~This position is primary Finance Supervisor in the absence of the Auditor Appointed Deputy~~
- Assists Deputy Auditor in maintaining the Auditor's tax year responsibilities
- Assists Deputy Auditor with quarterly, annual, and fiscal year reporting
- Monitors departmental grants and prepared Schedule of Expenditure of Federal Awards
- Assists Deputy Auditor in preparing reports and materials for all external audits brought to the Auditor's Office.
- ~~Verifies accuracy of employee additions and changes as entered on all payroll records~~
- ~~Verifies the accuracy of accounts payable claims entered by the Finance Clerk II~~
- ~~Serves as backup to the Finance Clerk II for payroll maintenance, payroll processing, and Accounts Payable Processes~~
- ~~Prepares Woodbury County Board Meeting Minutes in a timely manner~~
- ~~Proofs Board meeting minutes, submits meeting minute publication, and uploads minute backup material for public access~~
- ~~Serves as secondary to the Clerk II in answering the finance phone line~~
- Performs ordering and maintenance of office supplies
- Assures that all assignments are completed in a thorough and accurate manner
- Performs related tasks/assignments/special projects as assigned
- Responsible for reports related to the scope of responsibility as required by legislative policies and procedures or by the County Auditor/Recorder
- Prepares and maintains appropriate files and records
- Attendance is required

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Non-Essential Functions and Responsibilities:
• Assists with the accurate and effective accomplishment of a variety of tasks/assignments/ reports/ special projects and other duties as assigned by the Auditor Appointed Deputy and/or The County Auditor Recorder.

Minimum Education and Experience Required to Perform Essential Functions:

- High school diploma or General Equivalency Degree (GED)
- Bachelor's degree in Accounting or a related discipline is preferred
- Supervisory experience preferred
- Previous Accounting experience preferred
- Mathematical ability required
- Computer skills: Excel, Microsoft Word, and Outlook
- Ability to set priorities regarding assignments and follow through to completion
- Accurate proofreading and excellent recordkeeping skills
- Ability to communicate tactfully and courteously with others
- Keyboarding skill test from Iowa Workforce Development with 40 words per minute (net score), within the last 12 months
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment

Mental and Physical Competencies Required to Perform Essential Functions:

Language Ability

County Auditor Finance Clerk III Position Description 2020

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems. Knowledge of County principles and procedures.

Behavior Skills

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices.

Reasoning Ability

Ability to apply common sense understanding to carry out simple one or two stage instructions. Ability to deal with standardized situations with only occasional or no variables. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Cognitive Demands

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Equipment Used

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Physical Demands

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 25 Lbs. or less and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surrounds and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word in clearly spoken English.

Environmental Adaptability

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Special Requirements

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Department Head

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- ~~Verifies accuracy of employee additions and changes as entered on all payroll records~~
- ~~Verifies the accuracy of accounts payable claims entered by the Finance Clerk II~~
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County Auditor Finance Clerk III Position Description 2020

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Employee's Signature

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Department Head

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