

Position Available
Job Title: Administrative Clerk
Full-time, Non-Union, Pay Grade 7
Hourly Salary Range: \$16.92 – \$20.47

Under supervision of the Administrator and the Administrative Assistant, this position has the following duties; prepares and processes all accounts payable for payments; and processes all payroll; performs additional duties regarding personnel, human resources, that require computer skills with a financial background. Enters all accounts payable and payroll related information to the systems, prepares checks, generates related reports, including a variety of bookkeeping, secretarial and clerical support and other duties as assigned, for the Departments that the Administrator oversees.

Benefits Include: Hybrid Pension – 1% Employee Contribution
Health, Dental & Vision Insurance – 20% Employee Contribution
Paid Vacation & sick Leave, 14 Paid Holidays a Year
Life Insurance
Long-Term and Short-Term Disability Insurance
Longevity

Requirements:

- Ability to operate a variety of automated office machines including scanner, typewriter, calculator, copier, telephone system, fax machine, check master, etc.; ability to coordinate hands and eyes in using automated office equipment; ability to operate a computer utilizing word processing, spreadsheet, database, Internet, and other software applications.
- Ability to exert physical effort in sedentary to light work involves routine stooping, kneeling, crouching, and reaching; tasks require visual perception and discrimination; tasks may involve extended periods of time at a keyboard or workstation.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to make independent judgments in absence of management, use common sense, and exercise sound professional judgment in all daily activities; ability to utilize the principles of rational systems in the performance of tasks.
- Ability to learn and understand county government terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.
- Ability to work under occasional stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to obtain proper and correct knowledge on various issues and be knowledgeable of resources available; ability to prioritize and manage pressures of multiple demands; must possess skills in problem identification and personal interaction.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a professional manner.
- Ability to communicate effectively with immediate supervisor, coworkers, department heads, other County personnel, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using a well-modulated voice.
- Ability to work effectively in an office environment.

Typical Duties:

- Performs clerical, bookkeeping, and/or other functions according to County policy and procedures.
- Maintains office by making sure things are organized and running smoothly according to County policy
- Supports Administration in development and distribution of financial documents on routine matters
- Support Animal Control with software and ordering, billing, and annual licensing
- Prepares accounts payable for payment by checking the accuracy and propriety of invoices against purchase orders and contracts and ensures billings are verified against a purchase order and have been received by the appropriate party.

- Receives, inputs, checks, invoices for payment from County departments; assigns vendor numbers.
- Generates checks and separates 2-part copies and distributes to Clerk and Treasurer for signature.
- Sorts and distributes checks to departments along with claims and expense budget status reports.
- Maintains vendor lists and sets up new vendors.
- Runs jury reports for check payments for Circuit, District, and Probate Courts; generates checks.
- Maintains records on independent contractors to meet insurance requirements. Prepares and distributes 1099's.
- Prepare and process payroll.
- Make employee additions and changes in the payroll system.
- Provide assistance to other departments as needed.
- ***The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties will be required and assigned.***

Building Department Clerk

- Helps maintain department work activities; troubleshoots problem situations.
- Helps ensure departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures.
- Adheres to established safety procedures; monitors the work environment and use of safety equipment to ensure the safety of employees and other individuals.
- Answers telephone and greet visitors/customers providing information, assistance and direction to applicants.
- Issues permits; collects fees and issues reports, maintains files and filing system.
- Compiles data and prepares statistical reports.
- ***The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties will be required and assigned.***
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Veteran Service Clerk

- Helps maintain department work activities; troubleshoots problem situations.
- Helps ensure departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures.
- Adheres to established safety procedures; monitors the work environment and use of safety equipment to ensure the safety of employees and other individuals.
- Answers telephone and greet visitors/customers providing information, assistance and direction to Veterans.
- Provide information and collect data regarding disability claims.
- ***The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties will be required and assigned.***

The position will remain open until filled.

Chippewa County is an Equal Employment Opportunity Employer