

**OFFICE OF THE CLERK OF CIRCUIT COURT & COMPTROLLER
SEMINOLE COUNTY, FLORIDA
POSITION DESCRIPTION**

JOB TITLE: Payroll and Administrative Support Clerk

POSITION NO.: E19-01

SALARY RANGE PER ANNUM: \$29,120 - \$37,440

HOURS: 8:00 a.m. – 5:00 p.m., Monday - Friday

JOB SUMMARY:

Under the direction of the Clerk's Finance Director, in coordination with the General Counsel, supports payroll processing and related payroll preparation functions. Additionally, performs a variety of office management, administrative support, and executive and legal secretarial duties of a highly confidential and complex nature. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Provides back up support to the payroll clerk as needed to include time-entry, preparation of payroll reports, filing and other ancillary duties as needed.
- Completes a variety of administrative tasks for the General Counsel including managing a calendar of appointments and composing and preparing correspondence, legal pleadings, instruments and other documents that are sometimes confidential.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the General Counsel, including those of a sensitive or confidential nature. Determines appropriate course of action, referral or response.
- Responds to administrative matters as directed by the Payroll Clerk or General Counsel.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Performs other office management duties including submitting work orders and coordinating resolution of issues with vendors.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- High school diploma or its equivalent (G.E. D.).
- Must be able to type a minimum of 35 correct words per minute.
- Three (3) years of court related, legal or financial experience preferred.
- Valid Florida driver license

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of county government operations and roles.
- Knowledge of general office procedures.
- Knowledge of business etiquette.
- Knowledge of business English, spelling, composition and punctuation.

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- Knowledge of payroll procedures.
- Knowledge of legal terminology.
- Skill in financial calculations.
- Skill in business and legal writing.
- Skill in handling matters of a highly confidential nature.
- Skill in organizing and prioritizing work.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve and manipulate data.
- Ability to exercise independent decision making for office matters of significant importance.
- Ability to fluently read, interprets, speak, write, and understand the English language.
- Ability to interact professionally and maintain effective working relationships with supervisor, coworkers, customers and others.
- Ability to multi-task.

PHYSICAL ACTIVITIES:

- Manual Dexterity, Talking, Hearing, Repetitive motions.

PHYSICAL REQUIREMENTS:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data figures' transcribing; viewing a computer terminal; and/or extensive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be 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.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.