

Payroll Clerk/Secretary

City of Marysville

Administration Department

Position Summary

Under the supervision of City Clerk, the Secretary/Payroll Clerk is a non-exempt position which performs responsible clerical and secretarial duties. The employee in this position assists the City Administrator and City Clerk with various projects and reports. The Secretary/Payroll Clerk is frequently expected to act independently in typing correspondence and reports and performing daily assignments.

Essential Functions

- Reviews and logs employee time sheets;
- Prepares bi-weekly payroll checks, fund appropriations and electronic federal and state tax transfers;
- Maintains payroll record books and prepares quarter and annual totals;
- Prepares W-2 forms;
- Prepares Council packets and sets up meeting room;
- Maintains Council meeting minute index files;
- Prepares and mails licenses and renewal letters;
- Enters information in the computer on dog licenses, electrical, plumbing, contractor and cereal malt beverage licenses;
- Prepares monthly clerk report and distributes;
- Prepares and mails letters on nuisances, condemnation and inoperable vehicles;
- Advises city crews to abate nuisances;
- Mails billing statements on city services and files tax assessments;
- Prepares airport hanger leases;
- Assists citizens with concerns and questions;
- Types, copies, files and distributes correspondence, grants, reports and leases.

Marginal Functions

- Sends out meeting notices to various committees and boards;
- Notifies Council members and press of special meetings;
- Prepares notices for newspaper and types minutes of various boards;
- Updates burial records on the computer and prepares lists;
- Assists customers at front counter;
- Assists other staff with clerical duties;
- Acts as back-up for receptionist;
- Other assigned duties as deemed necessary or as required.

Supervisory Responsibilities

None.

Required Education and Experience

High school diploma or general education degree (GED); and one to three years related experience and/or training; or equivalent combination of education and experience.

Preferred Education and Experience

Associate's degree (A A.) or equivalent from two-year College or technical school and two years related experience and/or training; or equivalent combination of education and experience, including payroll and accounting experience.

Specific Skills

Language Skills - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

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 and interpret bar graphs.

Reasoning Skills - 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.

Technical Skills – Ability to operate computer proficiently and understand and apply basic accounting principles, with knowledge of Microsoft Word, Excel, and Access (database) files.

Financial Accountability – This employee is responsible for daily receipts and fees collected. Employee is required to be bondable.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Signature/Approval

Employee

Date

Supervisor

Date

City Administrator

Date

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.