

08/23/10

****CLOSING DATE:** Open Until Filled

Work Schedule: M-F, 8:30 am - 5:00 pm

**HERNANDO COUNTY
CLERK OF CIRCUIT COURT**

JOB DESCRIPTION

JOB TITLE:	PURCHASING/PAYROLL CLERK	PAY GRADE:	112
DEPARTMENT:	FINANCE	SALARY RANGE:	\$13.14 - \$20.76
TITLE OF SUPERVISOR:	PAYROLL/PURCHASING SUPERVISOR	REVISED:	JULY 2010

NON-EXEMPT

JOB SUMMARY:

Responsible for purchasing and accounting for all supplies and equipment for the Clerk=s office. Payroll duties include processing of Clerk=s payroll on a biweekly basis and assisting Payroll Supervisor in Clerk personnel-related inquiries.

ESSENTIAL JOB DUTIES:

1. Responsible for the timely procurement of a wide range of commodities. Receives requisitions, obtains competitive quotes from vendors, tabulates quotes to secure lowest/best price, prepares and places purchase orders, keeps record of the status of purchase orders, tracks status of and acts as receiver of items and verifies receipt of items.
2. Serves in an advisory capacity to assist departments in establishing material standards, proper specifications, quotations, delivery and terms. Recommends substitutes where a savings or improved delivery will result.
3. Maintains follow-ups such as phone calls or written correspondence with vendors to assure prompt delivery and replacement of defective items. Corresponds with vendors concerning over-shipments, delivery shortages, changes in quality description and substitutions.
4. Assists Clerk departments with purchasing related responsibilities concerning special projects, making recommendations with respect to what is best for the Clerk-wide function.
5. Manages purchasing card software for Clerk purchasing cards.
6. Maintains the Clerk=s supply room including but not limited to monitoring inventory levels and placing orders to restock supplies as needed.
7. Assists departments, in coordination with MIS, with the maintenance of office equipment which may include placing service calls or locating a service provider.
8. Responsible for distribution of all office equipment and supplies needed by the Clerk=s Office.

9. Responsible for processing payroll maintenance for Clerk employees, including documentation for new and terminating employees. Ensures compliance with all contracts and policies in effect which relate to employees= pay.
10. Maintains the Clerk time clock system to ensure accuracy of payroll, making corrections as needed. Troubleshoots, in coordination with MIS, the time clock software and equipment which may include placing service calls.
11. Routinely performs audit and computation of the Clerk's payroll, taxes, insurance, retirement, social security and other distributions relating to the Clerk=s payroll.
12. Performs filing of payroll items into personnel files for Clerk employees.
13. Assists with processing of the Board's payroll on a biweekly basis.
14. Regular attendance and punctuality.

OTHER JOB DUTIES:

Assists payroll with data entry or other duties as necessary. Performs other duties as assigned.

JOB STANDARDS:

Education:

High school diploma or equivalent.

Experience:

Two years payroll experience required, preferably in a governmental agency. One year purchasing experience preferred.

Licenses/Certificates:

Must possess a valid Florida driver=s license and be insurable by County standards.

Fundamental Payroll Certification (FPC) preferred.

EQUIPMENT USED:

Personal computer (word processing, spreadsheet & report writing), calculator, copier, facsimile, telephone, time clock and other office equipment.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Ability to communicate orally and in writing.
- Ability to perform duties with minimum supervision.
- Ability to interpret, comprehend and implement policies and procedures.
- Knowledge of accounting principles as they relate to procurement.
- Knowledge of purchasing practices and procedures.
- Ability to make impartial judgment recommendations and decisions.
- Ability to make cost comparisons.

- Ability to negotiate prices and terms.
- Ability to establish and maintain good working relationships.
- Must type 35 wpm.

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from a computer.

Frequent:

Climbing, walking, standing, kneeling, bending, stooping and lifting up to 50 lbs. Sufficient physical strength, agility and freedom from disabling defects to work outdoors and around heavy equipment.

WORKING CONDITIONS:

Constant:

Office environment.

Frequent:

Outdoor work, exposure to dust and dirt. Flexible hours. Travel as required.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

The Clerk of Circuit Court is an Equal Employment Opportunity employer.

Submit resume and cover letter to: Hernando County Clerk of Circuit Court, Attn: Judy Korbus, 20 N. Main Street, Room 131, Brooksville, FL 34601; Fax to (352) 754-4239; or E-mail: jkorbus@hernandocounty.us.

If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a typing test at www.typingtest.com, print the results and send with your resume.