**EASTLAND COUNTY**

**JOB DESCRIPTION**

Position Title: Human Resources/Deputy Treasurer Department: County Treasurer

Reports To: Christina Dodrill, County Treasurer Salary: $18.60 per hour

**Non-Exempt, Full-Time Position**

Position Summary: The primary function of this position is onboarding new hires, processing new hire paperwork, and processing payroll.

Essential Job Functions:

1. Onboard new employees
2. Process new hire paperwork
3. Process County bi-weekly payroll
4. Reconcile employee deductions to billing
5. Answer telephone, greeting and interacting with people entering office

Additional Job Duties: Receipting money, making bank deposits, processing payables, paying bills, transferring funds between accounts, operating office equipment (i.e. computer, printer, scanner, fax, copier, 10-key calculator etc.), filing records, performing records management duties

Education: High school diploma or GED equivalent; Human Resources knowledge preferred

Required Skills: Knowledge and use of Microsoft Office Word; Excel; and Mail and 10-Key Calculator

Preferred Skills: Knowledge of human resource laws, ability to work with a variety of County officials, employees and the public

Physical Requirements: Requires the ability to sit at a desk for long periods of time and intermittently, walk, stand, stoop, kneel and reach while performing office duties. Must be able to lift or move up to twenty pounds. Requires the ability to type on computer keyboards, press calculator keys and dial telephones.

**LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

**JOB DESCRIPTION**

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

**Employee's Signature** **Date**

**Department Head Signature** **Date**