

EASTLAND COUNTY

JOB DESCRIPTION

Position Title: Assistant Auditor Department: County Auditor

Reports To: County Auditor Salary Range: \$15.59 per hour

Non-Exempt Full Time Position

Position Summary: Administrative position responsible for assisting County Auditor and Assistant Auditors in fulfilling their duties. This position is primarily clerical in nature.

Essential Job Functions (listing most important first):

1. Answer telephone greet and direct office visitors
 2. Proof and approve requisitions, purchase orders, checks, bank transfers and daily receipts
 3. File and oversee insurance claims for all County offices
 4. Complete quarterly Local, State and Federal reports
 5. Maintain office records according to Texas law
-

ADDITIONAL JOB DUTIES: Assist with annual budget preparation. Utilize programs such as Microsoft Office Word and Excel and various County Government programs. Use and maintain basic office equipment such as computer, copier, printer, calculator, telephone and scanner.

EDUCATION: High school diploma, or equivalent, is required.

EXPERIENCE: Two years office experience with accounting or auditing is preferred

REQUIRED SKILLS Excellent writing and oral communication skills

PREFERRED SKILLS: Ability to work in a professional manner 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. Also 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