

**CLASSIFICATION SPECIFICATION: PAYROLL**

**JOB RESPONSIBILITIES:**

Under general supervision, prepares and provides the County payroll using computers and equipment, prepares all reports required on payroll matter, assists in other areas of the office as requested, performs other related duties as required.

**QUALIFICATIONS:**

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is:

Course work in bookkeeping, secretarial skills, office practices and procedures; one (1) year experience in payroll computation work; demonstrate ability to maintain accurate records, to type or equivalent combinations of training and/or experience. Must be able to meet bonding requirements of the State of Ohio.

%	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties.
60	(1)Enters or approves remote office entry, using computer equipment all data used in the preparing of and producing of the County payroll (e.g., wage rate, hours worked, deductions, dues, taxes, PERS, etc); verifies and reconciles all payroll totals against computer output and documentation; maintains and updates all payroll information contained in computer data bank (e.g., name, address, tax deductions, exemptions, insurance deductions, garnishments, etc.); prepares and produces all County payroll checks and direct deposit payments; assists in the distribution of the County payroll; prepares, distributes and/or pays in all payroll deduction payments; maintains all associated files; answers inquiries and fulfills public record requests from taxpayers and other interested parties pertaining	(1)Knowledge of (a) computer equipment and procedures, (b) office practices and procedures*, (c) bookkeeping, (d) federal, state and local tax laws*, (e) government structure and process*; skills in (a), (f) calculator; ability to (g) define problems, collect data, establish facts and draw valid conclusions, (h) deal with many variables and determine specific action, (i) calculate fractions, decimals and percentages, (j) maintain accurate records, (k) communicate effectively both oral and written, (l) gather, collate and classify information about data.
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<p>30</p> <p>10</p>	<p>ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)</p> <p>to payroll and other files maintained by the office.</p> <p>(2) Assists in preparation of all worker compensation documentation; prepares all unemployment compensation claims; coordinates unemployment claims with outside service firms; prepares tax withholding deposits; prepares disbursements (e.g., city tax, state tax, unemployment billings) and charge backs to the proper fund accounts; compiles data for various reports (e.g., PERS, 941-E, OBES, Employment Services, EEOC, etc.); prepares, produces and verifies data input/output for W-2 Forms.</p> <p>(3) Assists in other areas of the Auditor's office as needed (e.g., assisting public, duties assigned, etc.); prepares or assists with financial reports (e.g., GAAP, State and Federal Reports, Various Tax Settlements, Budgetary, Worker's Compensation, etc.); Plans, develops, and implements special projects or spreadsheets as assigned by the Auditor or Chief Deputy Auditor of the County.</p>	<p>KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties.</p> <p>(2) Knowledge of (b)*, (c), (d)*, (e)*, (m) Ohio Revised Code (PERS, U.E.C., Workers Comp. Sections); skills in (f); ability to (g), (h), (i), (j), (k), (l), (n) prepare meaningful, concise and accurate reports.</p> <p>(3) Knowledge of (a), (b), (m) (Auditor's duties); skills in (a); ability to (k), (n), (o) carry out instructions in written and oral form, (p) deal with problems involving several different variables in familiar context, (q) calculate fractions, decimals, and percentages, (r) maintain accurate records, (s) sort items into categories according to established methods, (t) communicate effectively in written or oral form.</p> <p>*Developed after employment</p>
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**CLASSIFICATION SPECIFICATION: REAL ESTATE**

**JOB RESPONSIBILITIES:**

Under general supervision, enters real estate information using data processing equipment, updates computer database records; assists the public; performs other related duties as required.

**QUALIFICATIONS:**

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is:

Course work in Data Entry Processing Equipment Operations, six (6) months experience in Data Entry work; demonstrate ability to maintain accurate records or equivalent combinations of training and/or experience. Must be able to meet bonding requirements of the State of Ohio.

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%	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties.
40	(1) Prepares, verifies and accurately enters all property record information in computer system using data processing equipment (e.g. property record card, property description, name, address, etc.); calculates property changes due to splits, combines or other; verifies and reconciles when necessary computer updates received for accuracy and correctness; enters adder and remitter information to database and writes changes in tax duplicates; files all pertinent support documents for data input in proper location; assists auditor in his/her duties as secretary of the Board of Revision as instructed; processes mailings for routine C.A.U.V. correspondence; performs audits of various programs assuring accurate tax reductions (i.e. CAUV, 2 ½%, OFTL, etc.).	(1) Knowledge of (a) data processing techniques and procedures, (b) office practices and procedures*, (c) Ohio Revised Code (real estate)*; skills in (d) data processing equipment, (e) calculator; ability to (f) interpret a variety of instructions in written, oral, picture, or schedule form, (g) calculate fractions, decimals, and percentages, (h) maintain accurate records, (i) prepare accurate and concise reports, (j) sorts items into categories according to established methods.
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	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties.
15	(2) Updates computerized master files to be used for tax bill processing (e.g., oil and gas production, new construction, Board of Revision, CAUV, exception reports, etc.)	(2) Knowledge of (a), (b)*, (c)*; skills in (d); ability to (f), (g), (h), (i), and (j).
30	(3) Assists the taxpayer and the public in obtaining information pertaining to all real estate programs, files or changes as well as forms needed (e.g., CAUV, Forestry, Board of Revision, new construction, triennial updates, etc.), all in a cheerful, helpful and polite manner; fulfills public record requests; creates necessary correspondence to taxpayers (refunds, corrections, applications, etc.) maintains all respective files.	(3) Knowledge of (a), (b)*, (c)*; skills in (d), (e); ability to (f), (g), (h), (i), (j), (k), communicate effectively in oral or written form, and (l) resolve complaints from angry citizens.
20	(4) Perform various miscellaneous duties as required/requested, such as update and monitor office's Facebook and Website, process Real Estate and Manufactured Home settlements, paying-in cash on hand, assist in auditor's sales, etc.	(5) Knowledge of (a), (d), (f), and social media (n). Knowledge of (a), (b)*, (c)*; skills in (d); ability to (f), (g), (h), (i), (j), (k), and (m) knowledge of office or task procedures relating to particular job*.
10	(5) Assists in other areas of the offices as needed (e.g. give aid to departments facing a deadline, heavy cycle, or short-handed due to illness or vacation, helping with counter-work, etc.) and assists Auditor and Chief Deputy with tasks as assigned.	(4) Knowledge of (a), (b)*, (c)*; skills in (d); ability to (f), (g), (h), (i), (j), (k), (l), and (m) knowledge of office or task procedures relating to particular job*.
		*Developed after employment