

Lincoln County Clerk/Election Commissioner

Personnel/Payroll Clerk

Permanent Full Time

Excellent benefit package

Rate of Pay: Wage will be competitive and commensurate with experience with a minimum of \$19.00 per hour

Under direct supervision of the Lincoln County Clerk this person is responsible for County payroll functions and performs related bookkeeping tasks and personnel issues. This person will also perform basic clerical tasks related to the office functions of the County Clerk's office including elections.

Desirable Knowledge & Skills: Basic office practices, must have computer and office software experience, be detail oriented, have good communication skills, and ability to maintain confidentiality of information. Knowledge of payroll and personnel practices are desirable but willing to train.

Application forms are located on the Lincoln County, Nebraska website at www.lincolncountyne.gov

Please return completed applications to the Lincoln County Clerk's office, 301 N Jeffers Rm 101, North Platte, NE, 69101 or email to clerk@lincolncountyne.gov

Deadline to return applications: May 8, 2024.

PERSONNEL/PAYROLL CLERK

NATURE OF WORK:

Under direct supervision of the Lincoln County Clerk this person is responsible for all County payroll functions and performs related bookkeeping and personnel issues.

EXAMPLES OF WORK PERFORMED:

Processes monthly payrolls (could be bi-weekly in the future), prepares payroll payments and payments for all payroll liabilities including employee garnishments, tax levies, various pensions, taxes, health, life, dental and other supplementary insurance, and benefits offered to employees in compliance with applicable laws and regulations.

Will also be required to perform other duties related to the functions of the Lincoln County Clerk's office including election related duties as needed. The County Clerk's office is the hub of county government functions and has a wide range of duties and responsibilities.

Sends, receives, processes and files applications for employment, terminations, and other employee changes to Nebraska New Hire, E-Verify and benefit vendors.

Maintains personnel records and handles personnel correspondence related to employment actions.

Serves as a liaison for health, dental, life and unemployment claims, county retirement, deferred compensation, and other benefit programs; informs plan participants regarding changes to plan

provisions and premiums; assists with implementation of plan changes and establishment of related procedures; balances monthly benefit billings and payroll claims.

Prepares state and federal taxes; prepares unemployment reports; pays health, dental and other employee benefit premiums, prepares W-2's and 1099 forms; prepares government forms including 941, 941N, unemployment reports, EEO-4 reports and other various personnel reports and annual salary listing for newspaper.

Performs data entry and generates periodic reports; carries out related clerical duties and functions as assigned by the Lincoln County Clerk or Deputy Lincoln County Clerk.

Performs other work which is consistent with the essential elements of the job.

Responds to payroll related inquires from elected officials, department heads, employees, and outside entities.

Works with other political subdivisions to update compensation programs by completing salary surveys and providing fringe benefit information as requested.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of payroll and personnel practices preferred.

Basic office skills, computer, and software experience, and must be detail oriented.

Ability to maintain confidentiality of information passing through and in the office.

Ability to communicate effectively with the public and employees.

EXPERIENCE & TRAINING:

Any combination of experience and training equivalent to graduation from a high school, with or supplemented with courses in business, bookkeeping and computer, proficient in spreadsheet and word processing skills.