

**MONONA COUNTY
JOB DESCRIPTION**

Position: **Deputy Auditor/
Drainage Clerk**

Reports to: County Auditor

Department: Auditor

Revision date: July 1993

GENERAL SUMMARY

Under general supervision, assists in the operations of the County Auditor's office and drainage districts; prepares payroll and maintains records for drainage district; maintains property records; prepares for drainage trustee elections; provides information to the public on a variety of matters; performs other tasks as assigned by the Auditor.

ESSENTIAL JOB DUTIES

Performs record keeping duties for drainage districts (nine trustee districts and all supervisor districts); must be present at all hearings bid lettings; transcribes all public hearings for drainage districts; keeps accurate records of all hearings, bid lettings, annexation of lands, permits, agreements, resolutions, publications and annual fees.

Prepares reports, pays claims, and keeps records of county finances for drainage districts; performs claims preparation and processes warrants; tracks interest on investments.

Maintains payroll records in order to provide accurate compensation of drainage district employees by examining time sheets, entering data into computer terminal, verifying deductions and printing checks; prepares a variety of personnel and insurance reports including FICA, IPERS, Workers Compensation, OSHA and unemployment records; prepares W-2 forms and distributes to employees.

Assists in all aspects of drainage trustee elections including preparing ballots, processing absentee ballot and proxy votes, submitting publications to appropriate place, preparing election supplies and maintaining voter eligibility lists.

Performs a variety of clerical duties including typing, filing, assisting with reception duties, answering phone calls or transferring to appropriate person, ordering supplies, attending meetings and taking inventory.

Maintains a current list of property owners for each drainage district for taxing, hearings and other purposes; maintains district plats and easement plats; processes title transfers, address changes and acre changes.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of basic business mathematics and generally accepted accounting principles.

Knowledge of the methods and procedures necessary for preparing and maintaining payroll records, including the reporting procedures for FICA, IPERS, insurance and other payroll related benefits.

Ability to consult technical sources and documents, such as the Code of Iowa, to obtain information as related to election laws and the methods and procedures for maintaining voter registration records.

Knowledge of proper English grammar and usage including business writing techniques.

Ability to proficiently operate general office equipment, such as computer (including work processing programs), desk top calculator, copy machines, dictaphone and typewriter.

Ability to respond to the general public with tact and courtesy.

Ability to perform fine hand manipulation, such as drawing in plat books.

ENTRY REQUIREMENTS

Graduation from high school diploma or G.E.D. equivalent; ability to type and familiarity with computers; familiarity with business math and generally accepted accounting principles.

WORK ENVIRONMENT

All work is performed indoors in an office setting; must occasionally lift books weighing up to ten pounds but could receive assistance if necessary.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
 2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
 4. The County reserves the right to change or reassign job duties or combine positions at any time.