

Payroll/Insurance Clerk

Department: Road and Bridge
Slot Number: 646
Department Number: 010-7001

GENERAL DESCRIPTION

This position is in charge of attendance, payroll and insurance for Road and Bridge employees.

DUTIES:

- Maintain personnel records and employee personal files.
- Check with Risk Management and physicians on the progress of personnel on sick leave or workmen's comp and report progress to Superintendent.
- Maintain accurate computations of sick leave, annual leave and comp time.
- Advise personnel on county policies and procedure.
- Reviews paychecks and report any discrepancies to Superintendent. If none exist disburse paychecks to personnel.
- Keep computerized records of daily work orders.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS

Education and Experience

- High School Diploma.

Competencies

Some knowledge of

- Business English.
- Office machines and their operations.

Proficient skill in

- Knowledge secretarial techniques and practices.
- Computer software (MS Office 2000, windows, etc...).

Ability to

- Communicate effectively in English and Spanish.
- Comply with the use of personal safety equipment as mandated.

Requisite

- Must possess a valid Texas Drivers License.
- Must type at least 45 wpm.
- Must pass pre employment Drug and Alcohol test, and Random testing throughout employment with Webb County.

The above statements are not a complete list of all responsibilities, duties and skills held or performed by employees in this job. Employees may perform other related duties as assigned.