

# RICHLAND COUNTY POSITION DESCRIPTION

**Position Title:** ~~Accounts Payable Specialist~~Administrator's Office Clerical Assistant  
**Department:** County ~~Clerk~~Administrator's Office

**Reports to:** County ~~Clerk~~ Administrator

**Pay Grade:** 19G

**Date:** ~~September 17, 2013~~February 01, 2021

**Hours Per Week:** 40

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## PURPOSE OF POSITION

The purpose of this position is to provide effective financial and clerical services focused on account payables and account receivables and support administrative functions of the County Administrator Office. ~~in order to ensure and efficient financial and administrative operations.~~

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Receive and verify invoices before preparing vouchers and making payments of all Courthouse Department, Parks, UW-Extension, UW Food Service, UW Outlay, Sheriff's Department, County air, Land Conservation, Symons Recreation, and MIS Departments.
- Make all vendor payments for all Richland County Departments.
- Maintain all Richland County Vendor files.
- County wide IRS Reporting. Issue Wisconsin State Sales Tax reports. Issue 1099's to vendors and IRS. Issue Real Estate 1099's. Issue tax exempt forms and letters.
- ~~Collect payments for DNR licenses, marriage licenses, copies, plat books, and maps. Maintain money supply in cash box balancing on a bi-monthly basis against receipts. Keep report to verify money collected by County Clerk Office.~~
- Perform reception tasks. Greet visitors, answer telephone, take messages, answer routine questions, ~~and prepare marriage and domestic partnership applications and licenses.~~
- ~~DNR License sales. Issue DNR licenses to the general public, maintain Automated License Issuance System (ALIS) and ordering current regulations and DNR information.~~
- ~~Type County Board minutes for permanent record, Supervisor per diems, County Board Resolutions and Ordinances and weekly calendar of meetings.~~
- Maintain County personnel policies, Board rules and committee structure.
- Operates and maintain office equipment (computers, printers, typewriter, calculator, copier and shredder).
- ~~Enter voter information into the SVRS system after an election including new voter applications.~~
- ~~Take minutes at election canvass meetings.~~
- ~~Record all elections results into the official elections results book.~~
- ~~Compile and maintain information for the Richland County Directory.~~
- Type and mail Tr-County Airport agenda to that committee's members.
- Perform a variety of other secretarial duties including: filing, duplicating and collating printed materials and compose routing replies to correspondence.

- [Performs other necessary duties as required to include assisting with election functions as directed.](#)
- [Performs as backup of all Account Supervisor and Payroll and Benefits Specialist functions](#)

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- High school diploma or equivalent is required.
- Preference for a 2-year work experience with Accounts Payable
- Preference for knowledge of working in an AS-400 environment
- Preference for experience with payroll and governmental accounting
- Preference for knowledge of State & Federal regulations related to filing 1099 forms
- Must be proficient in Microsoft Excel and Microsoft Word

## **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Language Ability and Interpersonal Communication**

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to utilize advisory data and information such as County personnel policies, and directories.
- Ability to communicate effectively with County [Clerk/Administrator](#), County Department heads, and employees, ~~DNR personnel~~, the general public, vendor representatives, delivery personnel.

### **Mathematical Ability**

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions.

### **Judgment and Situational Reasoning Ability**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties to frequent change.
- Ability to use functional reasoning development in performance of semi-routine functions involving standardized work with some choice of action.

### **Physical Requirements**

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.

- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

**Environmental Adaptability**

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date