

# **PAYROLL/CIVIL PROCESS TECHNICIAN SHERIFF'S OFFICE**

Oneida County is accepting applications for the establishment of an eligibility list for a Sheriff's Office Payroll/Civil Process Technician. Starting 2018 hourly rate of \$18.58 plus excellent fringe benefit package.

Position performs a variety of clerical tasks related to payroll, accounts receivable, and the review, entry and management of civil process records within the Sheriff's Office. Qualified applicants must have the ability to interpret federal and state wage laws; perform highly accurate multifaceted data entry; ability to comply with current payroll processing procedures; willingness to initiate and develop changes as needed; ability to maintain confidentiality regarding personnel payroll matters; computer knowledge; bookkeeping experience; excellent customer service skills; ability to meet strict deadlines; and willingness to work outside of the normal workday and workweek on occasion. Individuals must have two years of post-high school education with course work in accounting, bookkeeping, math or secretarial science and one year work experience as a typist, secretary or related area, OR five years' work experience in a professional environment performing related duties involving accounting, bookkeeping, payroll or related field; must have the ability to type 50 wpm

Successful applicants may be requested for testing, an oral interview, pre-employment drug screen, psychological assessment, and background check.

Complete job description and required Oneida County application are available at Northern Advantage Job Service Office at 51A N. Brown St., Rhinelander, WI 54501 (715) 365-1500 or at [www.oneidasheriff.org](http://www.oneidasheriff.org) or [www.oneida.wi.gov](http://www.oneida.wi.gov). Completed applications, cover letter and resume are due at the Job Service Office by 4:30 p.m. on March 29, 2018.

EOE/AA

**Oneida County  
Job Description**

**Job Title:** Payroll/Civil Process Technician  
**Class Title:** Technical Support  
**Department:** Sheriff  
**Reports To:** Support Services Lead  
**FLSA Status:** Nonexempt  
**Prepared By:** Sheriff Grady Hartman  
**Prepared Date:** March 19, 2015  
**Approved By:** Lisa J. Charbarneau  
**Approved Date:** March 26, 2015

**SUMMARY :**

Performs a variety of bookkeeping, record keeping and clerical tasks related to payroll and civil process accounts and records within the Sheriff's Office. Work is performed in accordance to federal and state laws, established policies and procedures, employee handbooks, and standard operating procedures with considerable need for a high degree of accuracy. Displays independent action so that only unusual situations are referred to the Support Services Lead.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Collects time cards from all Sheriff Office employees, reviews for contract and employee handbook compliance, resolves problems and codes for computerized payroll system entry. Compose program changes as needed due to employee handbook/contract changes and act as the liaison with other County Departments to effect those changes.

Enter, proof, edit and reconcile (bi-weekly and year-end) payroll data with the Finance Office. Resolve system errors; calculate deficit hours and generate all biweekly and monthly reports saving them to electronic files; receives and resolves employee questions regarding payroll information.

On payroll related matters, serve as the liaison between the Sheriff's Office, Labor Relations and Employee Services, ITS, and Finance Departments.

Maintain a payroll processing procedures manual for the various duties and assignments related to the payroll function.

Record, calculate and report accrued absences, duty-code summaries, track anniversary dates for pay/PTO increases, and perform FLSA computations as required.

Collect, update, and maintain files (with assigned software) on training for the employees. Prepare reports on scheduled training as requested by management.

Maintain and update various division master work schedules (with assigned software). Maintain and update court appearances schedule as required. Prepare reports and schedules for management as requested.

Manage statutorily mandated civil process related functions in the Sheriff's Office. This includes receiving, analyzing, and evaluating various legal documents from public agencies and private parties who are involved in a variety of legal actions. Follow through with questions regarding Civil Process policies/procedures and statutory requirements.

Utilize a computer software program to maintain, process, and prepare the civil process for the required services.

Collect and analyze various completed civil process services and prepare proofs of service and complete timely and accurate billing for the services. Prepare, invoice, and collect civil process related accounts receivable.

Schedule and maintain Sheriff Sale calendar. Prepare documentation for Sheriff's sales reviewing for state statute compliance and attend the Sheriff's sales as directed and required.

In relation to Civil Process, act as the liaison between the Sheriff's Office, District Attorney, Department of Social Services, Clerk of Circuit Courts, Corporation Counsel and other law enforcement or governmental agencies as required.

Analyze various completed civil process services and complete timely and accurate billing for the services. Prepare, invoice, and collect civil process related accounts receivable.

Prepare financial remittances as required to account for all funds received. Respond to telephone and in-person inquiries about the department civil process program.

Update and make necessary changes on the Department intranet and internet and provide webmaster support as necessary.

Any other duty as assigned.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have the knowledge of bookkeeping, record keeping, and accounts receivable.

Good mathematical skills.

Ability to evaluate situations and make good decisions.

Must be able to develop and maintain the working knowledge of fiscal and audit responsibilities of the assigned department functions.  
Ability to meet deadlines and deal with frequent change, delays or unexpected events.  
Ability to multi-task.  
Ability and willingness to work outside of normal workday and workweek.  
Must have the ability to organize and prioritize effectively.  
Knowledge of computer hardware, software, and accessories, including but not limited to word processing software, spreadsheets, the internet and the AS400.  
Must have the ability to attend various training schools and maintain/pass required certifications.  
Must have the ability to maintain accurate, complete records and prepare clear and detailed reports.  
Must have the ability to type 50 wpm and accurately operate a 10-key calculator.  
Must have the ability to maintain confidentiality and testify in hearings.  
Must be able to develop and maintain working relationships with Sheriff's Office personnel, other law enforcement and government agencies, and the public.  
Must exercise and demonstrate professionalism, good judgment, discretion, dependability and enthusiasm.  
Must be able to exercise initiative.

**EDUCATION and/or EXPERIENCE:**

High School Degree.

Two years post High School education with course work in accounting, bookkeeping, math, and secretarial science. One year of work experience in a professional environment involving accounting, bookkeeping, payroll or related field.

OR

Five years work experience in a professional environment performing related duties involving accounting, bookkeeping, payroll, or related field.

**REASONING ABILITY:**

Ability to evaluate situations and make good decisions based on training/experience and policy/procedures, practices, rules, and state and federal laws.

**LANGUAGE SKILLS:**

Must possess good oral and written communication skills.

**MATHEMATICAL SKILLS:**

Good basic mathematical skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Maintain required certifications for CIB/TIME system.

Valid Wisconsin Driver's License with no operating restrictions.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.