

**DICKINSON COUNTY ROAD COMMISSION  
JOB DESCRIPTION**

**TITLE:** Payroll Clerk/Office Assistant

**GENERAL SUMMARY:**

Under the general guidance of the Director of Finance, performs all Payroll related duties, along with being the Office Assistant.

**EXAMPLES OF TYPICAL DUTIES:**

- Process timecard data
- Verify accuracy of payroll entries
- Process Payroll and all applicable reports
- Compile and File State and Federal Tax forms
- Maintain Employee Files
- Workers' Comp Claims
- Retrieving Mail
- Filing
- Answering Phone

**GENERAL SUMMARY:**

The foregoing describes the Payroll Clerk/Office Assistant duties in general and should not be construed as a complete list of all assigned duties and responsibilities. The successful applicant shall be expected to exercise considerable independent judgement in successfully completing work assignments.

**ESSENTIAL JOB ELEMENTS AND PHYSICAL REQUIREMENTS:**

The Payroll Clerk/Office Assistant position is generally within a professional office environment, free of adverse working conditions. However, some duties will encounter adverse conditions, and the following physical requirements must be met.

**Mobility:** Able to sit for extended periods of time during data input.

**Agility:** Able to lift push or pull objects weighing upwards of 30-40 pounds.

**Vision:** Able to read and comprehend instructions, directions and other documents.

**Hearing/Speech:** Able to converse orally with telephone or radio, and to receive and communicate information to employees and the public.

**Other:** Ability to attend various conferences and meetings.

**QUALIFICATIONS:**

- Ability to deal with people effectively and courteously.
- Ability to formulate accurate, written documents.
- Windows computer knowledge, including Microsoft word and excel.
- Willingness to work extended hours, as necessary.
- Maintain a valid Michigan driver's license.

Preference will be given for payroll/ accounting experience, Microsoft word and excel knowledge and ability to navigate the internet.

**EMPLOYMENT STATUS:**

This full-time position is not covered by union contract. The successful applicant will serve at the pleasure of the Manager, which means resignation or dismissal with or without cause or notice any time during employment.