

JOB OPPORTUNITY

PAYROLL CLERK

COUNTY CLERK

Responsibilities:

With limited supervision, your sole responsibility will be, but not limited to, processing payroll, overseeing payments (ensuring employees are paid accurately and on time), maintaining records(keeping track of employee data, including personal details and emergency contacts), handling benefits, auditing data(ensuring payroll is accurate and that the company is complying with tax laws), regulatory compliance, preparing reports, tracking employees changes(recording start and termination dates and changes to pay rates and benefits), handling questions, retirement, maintaining leave balance, phone and email correspondence,

Status: Full-time, non-exempt, benefited after 60 days of hire

Working hours: 8:30 a.m. – 4:30 p.m., Monday – Friday (35 hours per week)

Minimum Qualifications:

High school diploma or GED; Minimum of two years clerical experience; strong interpersonal skills; and familiarity with computer software programs. Registered voter of Vernon County or become registered within 60 days of hire.

Starting Hourly Salary Range: \$16.55

Deadline for Application: Applications will be accepted until the posting is removed.

Apply online at <https://vernoncountymo.org/wp-content/uploads/employment-Application.pdf> and drop off the application at the Vernon County Court House in the County Clerk's Office or you can email your application to clerk@vernoncountymo.org or call (417)-448-2500 with any questions.

Please contact us in advance if accommodation is needed to apply.

Benefit-eligible employees receive paid vacation, 13 paid holidays, enrollment in the County Employees Retirement Fund, and two matching deferred compensation plans. Other benefits include 100% County paid or low-cost employee health insurance premium options, 100% County paid employee dental premiums, subsidized dependent premiums, and County paid long-term disability and life insurance.

An Equal Opportunity Employer