

CITY OF WOODLAND
ADMINISTRATIVE CLERK III
Payroll/Business License

Department: Clerk-Treasurer Department
Date Updated: June 3, 2024

Nature of Work:

Process monthly payroll and quarterly state and federal reports. Prepare and update employment records, assist with benefit administration. Onboard new hires, maintain compliance with City of Woodland Personnel Policy and state and federal laws. Process business licenses and interface with the Department of Revenue. Perform a variety of responsible and proficient secretarial duties, regularly and independently, which require a broad scope of knowledge and clerical practices and procedures including use of the latest technology.

Supervision Received:

The administrative clerk III payroll/business license individual receives general supervision from and reports directly to the Deputy Clerk-Treasurer.

ESSENTIAL AND MARGINAL FUNCTION STATEMENT:

Essential and other important responsibilities and duties may include, but not limited to, the following:

Essential Functions:

- Provide a high level of customer service at all times; project and maintain a positive image on behalf of the City of Woodland with those contacted in the course of work.
- Work and act as a team player within area of assignment and in all interactions with other city employees and departments
- Visual and manual abilities associated with clerical computer work in an office setting.
- Perform routine clerical and administrative work while answering incoming calls, routing calls or providing information as necessary. Maintain files, logs and records; prepare a variety of written reports, memoranda and correspondence. Process computerized payroll; compute timesheets, input, reconcile and process through quarterly and annual state and federal reports. Maintain accurate and current information in employee files and records. Onboard new hires by explaining City of Woodland Personnel Policy, benefits, procedures, laws, and standards to new and existing employees; ensure new hire paperwork is completed and processed timely including E-Verify.
- Process garnishments and verifications of employment.
- Assist with budget spreadsheets, creating total compensation statements for employees and completing annual salary surveys as needed.

- Process computerized business licenses; input, reconcile and process.
- Accurate cash handling skills.
- Distribute Employee Assistance Program newsletters and webinar information to personnel. Assure that policies and procedures are performed accurately and timely, maintaining compliance with all state, federal and local laws.
- Prepare, maintain, and store departmental records, files, and reports. Prepare documents and plans for archiving.
- Sound judgment in making decisions independently in accordance with established policies, procedures and regulations.
- Ability to understand and follow through with verbal and written instructions and able to look to other sources for additional guidance.
- Provide services to the public and other city employees in an accurate, timely and courtesy manner. Maintain positive working relations with the public and other city employees.
- Ability to work independently and proficiently on a variety of assignments on a regular and recurring basis.
- Within established guidelines, independently organize and prioritize workload to meet stringent timelines
- A high level of time management skills, as the position dictates interruptions on a frequent basis.
- Communicate clearly and concisely to gather or provide information, procedures, and/or policies to the general public and co-workers.
- The essential functions of the administrative clerk classifications, and other duties as assigned.

Marginal Functions:

- Performs related duties and responsibilities as required.
- Position requires extended periods of standing or sitting a minimum of four hours at a time.
- Routine lifting of 20 lbs., and occasionally up to 50 lbs.
- Handle filing and manage filing system in order to insure timely retrieval of documents.
- Assist as needed to receive payments from the public for utilities, business licenses, building permits and others as necessary.
- Ability to broaden education by attending seminars, classes and training as budget and time allows

MINIMUM REQUIREMENTS:

Work Experience and Education:

- High School graduate or GED equivalent
- Associate of Arts Degree from an accredited college or university.
- Four (4) years of experience emphasizing or including intensive public contact or customer service, with clerical and use of modern office technology.
- Knowledge of payroll processing and best practices for human resources.
- Advanced skills using MS office (primarily Excel).
- Knowledge of Vision Municipal Solutions (VMS) and Washington State BARS is preferred.
- Any combination of education, experience, and training which substantially demonstrates the knowledge and abilities of the job.

Necessary Knowledge, Skills and Abilities:

- Ability to proficiently learn payroll program and business licenses with the Department of Revenue
- Knowledge of payroll and governmental accounting principles and procedures
- Knowledge of computers and data and spreadsheet processing
- Ability to understand and implement different union contracts as well as City of Woodland Personnel Policy concerning time off accruals, step programs, bonuses, longevity pay and similar.
- Ability to organize work for maximum efficiency.
- Ability to work independently in the absence of supervision and from general instructions and broad work expectations.
- Ability to work cooperatively as a member of a service-oriented team.
- Knowledge of the procedures and services of the assigned work unit.
- Knowledge of general office practices and procedures.
- Skill in communicating and presenting a positive, professional image of city services.
- Skill in operation of a variety of office machines including a computer, typewriter, cash register, postage meter, fax, copier, 10-key adding machine.
- Knowledge of, or ability and interest in acquiring a knowledge of legal, administrative, and procedural policies and regulations pertaining to city government.
- Knowledge and ability to calculate and implement FLSA pay rates for employees.
- Ability to work under pressure with frequent interruptions.
- Ability to communicate and handle situations where the public may be agitated or angry.
- Ability to fluently speak, read and write the English language.
- Ability to effectively communicate both orally and in writing.
- Proficient and independent performance of a variety of assignments for various departments on a regular and recurring basis.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing software (Microsoft Office Suite, internet software, web search engines, and electronic mail); motor vehicle; 10-key calculator; telephone; copy/scanner machine and facsimile (fax) machine.

SPECIAL REQUIREMENTS:

- Must be legally able to work in the United States.
- Must possess a valid driver's license (or ability to obtain within thirty (30) days of hire) and a driving record acceptable to the City Deputy Clerk-Treasurer.
- As a condition of employment, direct deposit of payroll to a bank of employee's choice, is required;
- It is the policy of the City of Woodland to comply with the federal, Drug Free Workplace Act of 1988 and City policies relating to this.
- The City supports uniformity and fairness, without discrimination, in the selection and treatment of all City employees and provides for the development and retention of a knowledgeable, capable and efficient career work force
- A copy of the City Personnel Policy will be provided upon request.
- Any applicant receiving an offer of employment from the City of Woodland will be required to successfully complete a pre-employment drug screening.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and the work environment characteristics 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.

- **Constant Demands:** Sitting, talking, hearing, and seeing (specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus). The noise level in the work environment is usually moderately quiet.
- **Frequent Demands:** Standing, walking, and occasionally carrying tools and maintenance materials, twisting above the waist and reaching (knees to shoulder and above shoulder), repetitive hand and arm motion, fine finger manipulation in the use of a maintenance instruments; physically capable of moving about on work sites and under adverse field conditions.
- **Occasional Demands:** Driving, lifting (average of 20 pounds routinely and up to 100 pounds occasionally), climbing stairs and ladders, pushing/pulling, working at heights/balancing, bending at the waist, crouching, kneeling/squatting, reaching below the knees, handling/grasping, foot controls, smelling, working near moving mechanical parts and sometimes in high, precarious places.

- **Environmental Factors:** A small percentage of employee’s time is spent outdoors; exposed to wet and/or humid conditions; occasionally exposed to fumes or airborne particles, toxic, or caustic chemicals; risk of electrical shock and vibration.

Listing is for purposes of example only and is not intended to be all-inclusive. Individual is expected to perform any additional duties requested.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Dated this 3rd day of June, 2024
Administrative Clerk III – Payroll/Business License

Approved by the Mayor this 3rd day of June, 2024.

Todd W. Dinehart, Mayor

Approved by City Council on June 3, 2024