

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**IN THE MATTER OF THE TRANSFER
OF AN EMPLOYEE**

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ORDER NO: 23099

WHEREAS, it is the recommendation of Richard Christensen, Roadmaster, that Carrie Dexter, currently an Accounting Clerk – A/P and Payroll, in the Finance Department, at Salary Range E, Step 3 at \$4052 per month, be transferred to the position of Accounting Clerk in the Road Department, at Salary Range D, Step 5 at \$23.42 per hour.

The job description for the new position is attached hereto and incorporated by reference.

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of June 23, 2022.

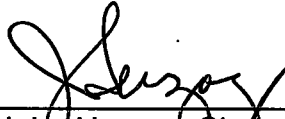
Dated this 22nd day of June 2022.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:



Anthony Pope
Curry County Legal Counsel



John Herzog, Chair



Christopher S. Paasch, Vice Chair



Court Boice, Commissioner

6-22-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Accounting Clerk – Road Department

EXEMPT: No

SALARY LEVEL: D

SUPERVISOR: Roadmaster

PREPARED BY: Roadmaster

September 2020

POSITION SUMMARY:

Performs clerical duties to process payroll data; maintains records in direct support of departmental programs; answers questions regarding departmental policies, procedures and services; does related work as required. Assists in maintaining programs (IRIS computer program) and database files used to store, track and retrieve information. Processes general ledger functions as directed by the County Roadmaster.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

An employee in this class uses discretion and judgment in the application of departmental guidelines and governing laws to perform assigned tasks. Work is performed under supervision given the need for accuracy and compliance with mandatory time lines.

Examples of Work: (Illustrative only)

Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties which are not listed.

1. Reviews timesheet data submitted by Road Department staff.
2. Enters timesheet data into the IRIS database files for storing and retrieving information through reports.
3. Prepares preliminary reports and submits them for review to the County Roadmaster.
4. Provides assistance to employees in completing and processing required forms.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

5. Prepares semi-monthly payroll reports and submits to County Roadmaster and Payroll/HR Coordinator.
6. Maintains control of retained payroll reports.
7. Prepares Weed Spray renewal applications every two years, mails out, processes upon receipt and mails out approved applications with No Spray Signs.
8. Maintains Weed Spray permit system and notifies all applicants of the spring and fall spray schedule. Organizes schedule and prepares daily log for the spray crew.
9. Maintains Facility Permit indexes.
10. Completes and maintains customer work requests, assigns to appropriate employee, enters all information pertaining to request into IRIS.
11. Track inventory by assisting engineers in the annual reports and maintaining accurate records.
12. Prepares outside billing for Shop maintenance on non-county vehicles.
11. Conducts special projects as assigned. Generally projects are related to the financial or accounting activities of the County Road Department.
12. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS:

Knowledge of -

Basic office procedures including telephone etiquette, business correspondence, and filing systems.

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QUALIFICATION REQUIREMENTS: (cont.)

The use of data processing in a business environment

Strong understanding of accounting principles and practices.

The operation of standard office equipment including personal computers as well as word processing and spreadsheet applications.

Considerable knowledge of modern accounting principles and practices. Knowledge in the operation of data processing functions. Specific experience in Excel and Word required.

Ability to perform detailed work involving numerical data.

Ability to work independently with a minimum of supervision.

Ability to -

Efficiently plan and organize work schedules to meet mandatory deadlines

Interpret and implement complex verbal instructions pertaining to use of math skills and a computer

Communicate effectively both verbally and in writing

Maintain effective working relationships with other employees and County departments and officials

EDUCATION AND/OR EXPERIENCE:

High school graduation or equivalency; three years of progressively responsible clerical work in the accounting area with exposure to basic accounting principles; or any satisfactory equivalent combination of experience and training.

PHYSICAL DEMANDS:

Position requires using a computer for long periods of time. Manual dexterity is required for the operation of office equipment including, but not limited to, calculator and computer. Hearing is required sufficient to use a telephone and to communicate effectively with others. Visual acuity sufficient to use and view information on standard computer video display unit.

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PHYSICAL DEMANDS: (cont.)

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.