



**COUNTY OF VICTORIA  
VICTORIA COUNTY TREASURER'S OFFICE  
205 N Bridge Suite 110  
Victoria, TX 77901**

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<b>Position:</b>	<b>Payroll Assistant</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Salary:</b>	<b>\$15.69-\$18.83 hourly</b>
<b>Classification:</b>	<b>Non-Essential</b>
<b>Posting Date:</b>	<b>November 18, 2022</b>
<b>Reports To:</b>	<b>County Treasurer</b>

**SUMMARY:**

To perform a variety of payroll activities and helps prepare the bi-weekly payroll operations of the County. As well, as a variety of basic clerical accounting duties and responding to department or office inquiries.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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.

- Record, update and maintain employee data information, setup new hire employee data, changes, and terminations while keeping privileged and sensitive information confidential.
- Complete and process payroll accurately on a bi-weekly basis within the deadlines assigned.
- Update PTO/PTL totals and other accruals.
- Review and resolve timekeeper issues, including but not limited to: timesheets, paychecks, and payroll reports.
- Responsible to report any and all fraud activities.
- Be available to complete payroll after hours and weekends due to holiday schedules.
- Issue and send receipts to county offices and departments.
- Perform a variety of general clerical duties including: answer phone, type, maintain file records, process mail and order supplies.
- Perform any other work as directed by supervisor.

**OTHER IMPORTANT DUTIES AND RESPONSIBILITIES:**

- Assist officials, departments and employees by providing information, explaining procedures and answering questions.
- Must be an independent thinker and innovative problem-solver.
- Ability to foster strong relationships with team members.
- Self-starter, able to learn new functions quickly and accurately.
- Excellent organizational skills, excellent time management skills with proven ability to prioritize daily, weekly, and monthly tasks.
- Committed to executing exceptional customer service and satisfaction.
- Demonstrate attention to detail.
- Complete tasks correctly and on time.
- Follow policies and procedures

**QUALIFICATIONS:**

Knowledge of:

- English usage, spelling, grammar and punctuation.
- Pertinent federal, state and local laws, regulations and codes.
- Modern office procedures, methods and computer equipment
- Principles and procedures of fiscal record keeping. Basic arithmetic.

Ability to:

- Maintain confidentiality in the performance of duties
- Learn to accurately tabulate records and balance assigned transactions.
- Operate a typewriter, calculator, computer terminal, and other office equipment.
- Understand and carry out oral and written instructions. Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Organize and maintain complete and accurate records
- Prepare clear and concise reports
- Work independently in the absence of supervision
- Respond professionally to requests and inquiries from department heads/officials and employees

**CERTIFICATIONS OR LICENSES:**

- Texas Driver's License
- Complete Annual Cybersecurity Training

**SUPERVISORY RESPONSIBILITIES:**

- None

**EDUCATION AND/OR EXPERIENCE:**

- High School Diploma or GED with 2 years related payroll experience.

**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.

- Sit at a desk, talk and/or hear for extended periods of time
- Stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl from 1/3 to 2/3 of the time
- Up to 25 pounds lifting under 1/3 of the time
- Over 25 pounds lifting less than 1/8 of the time
- Close vision, at 20 inches or less and distance vision at 20 feet or more is required with or without optical correction

**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.

- Exposure to moderate noise levels

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/human.resources.dept>.

Victoria County Human Resources  
115 N. Bridge St., Room 127  
Victoria, TX 77901