

Job Announcement
Payroll / Human Resources Staff Member
Administrative Assistant II or III
Barnes County Auditor's Office, Valley City, N.D.

The Barnes County Auditor's Office is accepting applications for a Payroll / Human Resources Staff Member. The successful applicant will work in a busy office that interacts with the public on a daily basis, and will perform basic payroll and human resources duties, such as completing payroll forms, new employee orientation, processing monthly payroll, completing required state and federal payroll reports, and processing payroll-related payables. In addition to this, other duties will be assigned, including, but not limited to, general office support, Property Tax, and Election Administration.

Starting Wage: DOE
Reports to: Barnes County Auditor
Start Date: Immediate

County Benefits:

- Paid vacation, sick leave, and holidays
- Health insurance (employee pays portion of monthly premium)
- North Dakota Public Employees Retirement System

MINIMUM QUALIFICATIONS:

Requires an associate degree with coursework in office support or business or office education and four years of experience performing a variety of high-level, complex office support, clerical, or secretarial duties that included supervisory, lead work, or office coordination responsibilities.

Payroll processing and Human Resources experience are preferred. Additional work experience as just described may substitute for the education requirement on a year-for-year basis.

Proficiency in keyboarding, specific software, personal computer, grammar, and/or spelling skills may be required for certain positions and will be stated in the job vacancy announcement at the time of recruitment.

How to Apply:

- Applications may be picked up at Job Service or at the Barnes County Auditor's Office, 230 4th Street NW Room 202, Valley City, N.D.
- Applicants must also provide:
 - Resume'
 - Three professional references
 - Cover letter that explains how the applicant's work experience is related to the description of the essential duties and responsibilities and minimum qualifications.
- Applications and supporting documents must be submitted to the Barnes County Auditor's Office. Position is open until filled. Incomplete applications will not be

considered. Documents must be submitted to Barnes County Auditor, 230 4th Street NW, Room 202, Valley City, North Dakota, 58072, or emailed to auditor@barnescounty.us.

Additional Information:

- Individuals who require accommodation or assistance with the application or interview process should contact the Auditor's Office at 701-845-8500.

Equal Opportunity Employer

Barnes County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
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WORKING CONDITIONS AND PHYSICAL DEMANDS:

This position performs work in an office environment, working Monday through Friday during normal office hours. Lifting is required (up to 40 lbs.) as is occasionally kneeling, bending, reaching, public contact, sitting and climbing stairs. This position must be able to work well with individuals regarding the use of common courtesy.

OTHER ASSIGNMENTS:

The department head and/or the Barnes County Board of Commissioners reserves the right to amend the functions assigned this position, whether temporarily or permanently, at any time as determine in the best interest of the department. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.