

## **Job Description: ASSISTANT COUNTY AUDITOR I**

**CLASS NO.** 302

**EEOC CATEGORY:** Administrative Support

**PAY GROUP:** Unclassified

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION:**

Assists Auditor with assigned duties, including, but not limited to, internal auditing, accounting, and budgeting for the county. Ensures receipts and expenditures for county funds are properly accounted for, and that work papers for internal and external auditor's use are prepared. Operates multiline phone system, answering, directing, and taking messages for calls; performs some secretarial duties.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: County Auditor.
2. Directs: This position is non-supervisory.
3. Other: Has contact with all county departments and external auditors; works closely with the county Treasurer's Office.

### **EXAMPLES OF WORK:**

#### **Essential Duties\***

Examines and verifies billing and disbursement information for county;

Enters information onto computer database, compiling report data and producing computerized reports;

Reviews and posts requisitions to appropriate accounts;

Assists external auditors in location claims, assets, documentation, etc., and in preparing work papers;

Maintains office supply inventory, compiling price quotes on needed items and ordering supplies as necessary;

Assists other county departments with financial reports, purchase requisitions, assignment of appropriate budget codes, and miscellaneous questions and problems;

Prepares utility billing for processing;

*\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.*

**CLASS NO. 302 (Continued)**

Reconciles billing for proper payment, i.e. credit cards.

**Other Important Duties\***

Answers all incoming calls and disseminates call and/or messages to the appropriate individual;

Scans and files all documentation and the supporting information;

Maintains copier report for all County offices and provides the information to the vendor.

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Skill to:* operate multiple phone lines; operate standard office equipment (including copier, typewriter and calculator); recommended typing speed is 30 net words per minute with a high degree of accuracy. Appointed Department Heads are required and Elected Officials are strongly encouraged to utilize job related skills testing in the application process.

*Ability to:* establish and maintain effective working relationships with other county employees, vendors, and the general public; perform mathematical computations with and without mechanical assistance; understand and follow instructions and communicate effectively, both orally and in writing.

*Other:* may be required to be able to translate between Spanish and English.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation, or its equivalent;

*or* any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED:**

None.