

**CITY OF MEXIA
JOB OPPORTUNITY ANNOUNCEMENT**

Job Title: Payroll Specialist/Permits Clerk

Compensation: 17.84 hourly

Department: City Finance Office

Supervision Received: Work performed under the immediate direction of the Deputy City Secretary/Finance Manager

Supervision Exercised: None

Knowledge and Requirements: High School Diploma/GED, must type at least 40 wpm, must have basic knowledge of accounting principles and practices, knowledge of computers and computer applications as they apply to accounting, and must have skill in the use of a ten-key calculator.

How to Apply: Applications can be obtained from Dee Lindvay at the City Manager's Office, City Hall, 101 N. McKinney, Mexia, Texas. Applications must be submitted to the same office. You may email deel@cityofmexia.com for more information or to request a packet.

Condition of Employment: City of Mexia has established the goal of 100% drug and alcohol free workplace. Applicants will be required to undergo drug and alcohol screening prior to employment and may be subject to further drug and alcohol screening throughout their period of employment.

Return of Application: Please return the required documents. Your application will not be accepted unless it is complete

CITY OF MEXIA

PAYROLL SPECIALIST/PERMITS CLERK

DESCRIPTION OF WORK:

Job Summary: Responsible for payroll procedures and processing various city permits.

Supervision Received: Under the direction of the Deputy City Secretary/Finance Manager.

Supervision Exercised: None

EXAMPLES OF ESSENTIAL DUTIES FOR PAYROLL

- Handles new employee sign-up packets and inputs data into computer.
- Calculates time sheets for all employees – calculates regular-time pay, over-time pay, sick time and vacation time pay and inputs data into computer.
- Calculates transfers for various funds and deposits those transfers.
- Delivers direct deposit info to bank.
- Makes Federal Tax deposit.
- Prepares all payroll reports.
- Prints payroll checks.
- Prepares payroll checks for disbursement.
- Enrolls employees into TMRS Retirement and Employee Health Insurance
- Notarizes various city documents and documents for the public.
- **All other duties assigned by Deputy City Secretary/Finance Manager.**

EXAMPLES OF ESSENTIAL DUTIES FOR PERMITS

- Processes various city permits including garage sale permits, code enforcement permits, building permits, solicitation permits.
- Inputs data to track permits, plan reviews, building inspections, code enforcement, and health inspections for commercial and residential permits.
- Assists applicants with forms and technical questions related to the building permit process.
- Reviews, accepts, and processes permit applications and documents; assesses fees, provides receipts, handles cash transactions, and reconciles the cash drawer at closing.
- Maintains and updates permit records and files.
- Assist in scheduling inspections.
- Assists the general public either by telephone, email, or in person with questions or applications for permits.
- Registers contractors and assists them with the Certificate of Insurance requirements and of bonding process as needed.

- Reviews, processes Special Event permits, distributes to other departments for review and comments and issues or denies the permits.

MINIMUM QUALIFICATIONS

Knowledge:

- Knowledge of generally accepted accounting principles and practices.
- Knowledge of computers and computer applications as they relate to accounting.
- Knowledge of modern office practices and procedures.

Skills:

- Skill in the use of a personal computer and computer applications for accounting and financial management.
- Skill in the use of a ten-key calculator, copier, and other office equipment.

Abilities:

- Ability to perform mathematical calculations.
- Ability to collect, analyze and interpret financial data.
- Ability to prepare and present accurate, detailed reports
- Ability to make independent judgments.
- Ability to utilize computers and software for various financial and accounting functions.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, supervisors and the general public.

Education:

- High School Diploma

Experience:

- Previous payroll experience.
- Any work related experience resulting in acceptable proficiency levels in the above required knowledge, skills and abilities may be an acceptable substitute for the above specified education and experience requirements.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Subject to prolonged periods of sitting and is frequently required to stand, walk, reach, and bend over.
- Must have adequate manual dexterity to operate a typewriter, personal computer, telephone, and other office equipment.
- Must have normal vision and hearing.
- Must have ability to work in a normal office environment which is generally quiet but can be very fast paced and loud.



Personal Information

Date _____

Last Name	First Name	Social Security No.	
Physical Address	City	State	Zip Code
Mailing Address	City	State	Zip Code
Home Phone	Cell Phone	Referred By	
Drivers License Number	Type or Class	Expiration Date of License	

Employment Desired

Position	Date you can start	Salary Desired
Are you Employed Now? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, can we inquire of your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Ever applied to the City of Mexia before? Yes <input type="checkbox"/> No <input type="checkbox"/>	Which Department/When?	Are you currently authorized to work In the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>

Education History

Name and Location of School	Years Attended	Did you graduate?	Subjects Studied
Grammar School			
High School			
GED			
College			
Trade, Business or Correspondence School			

Media Survey: How did you hear about this available position?

Facebook <input type="checkbox"/>	Texas Municipal League (TML) <input type="checkbox"/>	City of Mexia Website <input type="checkbox"/>	Newspaper <input type="checkbox"/>
Texas Commission on Fire Protection (TCFP) <input type="checkbox"/>	Other/please specify <input type="text"/>		

Military

Have you ever served in the Military? Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, Dates Served	Branch of Military	Rank
Are you currently in the reserves? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, where is your duty station?	What is your work schedule with the reserves?	

Criminal History

Have you ever been convicted, detained, or given a deferral by law enforcement or a court of law? Yes No
 If Yes, Please give details including dates and disposition:

Have you received any traffic violations in the last 4 years? Yes No If Yes, Please give details including dates and disposition: _____

Former Employers

Date Month and Year		Name & Address of Employer	Salary	Position	Reason for Leaving
From					
To					
From					
To					
From					
To					
From					
To					

General Information

Please list any subjects of special studies/training/skills and tell us why you are interested in working for the city:

Are you related to anyone on the City Council or any person(s) who works for the City? Yes No

If Yes, whom and relationship: _____

References

Give below the names of three persons not related to you, whom you have known at least one year:

Name	Address	Business	Phone	Years Known

Authorization

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein in my application. I authorize all references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I release them and the City of Mexia from all liability for any damage that may result from the utilization of such information.

I understand and agree that by completing this application or being interviewed for a position with the City of Mexia, it does not constitute an agreement that I am being hired.

I also understand that the City of Mexia does not discriminate on the basis of sex, age, or disabilities. I also understand that the City of Mexia is 100 % drug free and in the event that I am offered employment, I will undergo both a physical and a drug screen.”

Date _____ Signature _____

REQUIRED DOCUMENTS

The following documents must be attached to the application upon returning to the City of Mexia. **Failure to supply these documents with a completed application will be grounds for rejection.**

1. Application (Must be Signed and Dated)
2. Copy of your high school diploma or G.E.D.
3. Color copy of CURRENT Texas Driver's License.
4. Color Copy of Social Security Card.
5. Authority to Release Information (Must be Notarized)
6. Job Description Acknowledgment Page (Must be Signed)

PAYROLL SPECIALIST/PERMIT CLERK

- By signing this document, I agree that I have read the Payroll Specialist/Permit Clerk Job Description and agree that I am physically, mentally, and emotionally able to perform the job described in the job description.
- I understand that even though I have completed an application and/or interviewed, the City of Mexia is under no obligation to hire me.
- I understand that the City of Mexia is under no obligation to divulge information obtained in connection with references and/or any information regarding a decision to employ me.

_____ / _____

Applicant's Signature – Date

Applicant's Printed Name

Authority to Release Information

TO WHOM IT MAY CONCERN:

I hereby authorize the City of Mexia and its authorized representatives bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, education, personal history, including not limited to academic, achievements, attendance, and disciplinary records.

I hereby direct you to release such information upon the request of the bearer. This release is executed with full knowledge and understanding that the information is for official purposes. Consent is granted to all parties to furnish such information, as described above, to third parties in the course of fulfilling its official duties.

I hereby release you, as custodian of such records, any officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, because of compliance with this authorization and request to release information.

Applicant's Printed Full Name: _____

Address: _____

Phone: _____

Applicant's Notarized Signature _____

Sworn to and subscribed this _____ day of _____, _____ in and for
_____ county, in the state of _____.

Printed Name of Notary: _____

My Commission Expires: _____

Notary Seal