

EUREKA COUNTY BOARD OF COMMISSIONERS
April 20, 2021 – 9:30 a.m.

MEETING PACKET
INDEX OF DOCUMENTS

1. Job Description: Comptroller Administrative Assistant I, II, III
2. Hiring Freeze Waiver Justification – Comptroller Admin. Asst.
3. NV Div. of Water Resources – amended assessments, Diamond Valley
4. Ambulance Run Report – March 2021
5. Ambulance Quarterly Report – mandatory write-offs
6. Search & Rescue – request for out-of-state training
7. Western States Enterprises – quote for mountaintop repeater service
8. Galena Group, Inc. – quote for base station in Crescent Valley

PLEASE NOTE: As more backup is received for the meeting, this posting may be replaced with an updated packet including additional documents (as well as the ones listed above), or additional packets for this meeting may be posted to this website.

If you have questions, or would like to be sent copies of meeting backup, please contact Jackie Berg at (775) 237-7211; jberg@eurekacountynv.gov; or Eureka County Commissioners, PO Box 694, Eureka, Nevada 89316.

Position Description



Job Title:	Comptroller Administrative Assistant I, II, III	Department:	Comptroller
	Comptroller Administrative Assistant, I Range 117	Reports To:	Comptroller
	Comptroller Administrative Assistant II, Range 122	FLSA:	Non-Exempt
	Comptroller Administrative Assistant III, Range 125	Safety Sensitive	No
		Adopted/Revised:	April 2021

Summary of Job Purpose: Under direction, provides responsible and specialized administrative and office support to the Comptroller's office; acts as a secretary. Performs complex, technical, specialized payroll, and accounts payable work in the Comptroller's Office. Provides fiscal support for all County departments: establishes, maintains and reviews accounting records, claims, accounts payable, and accounts receivable; audits vouchers, fixed assets, processes payments, and processes payroll.

Distinguished Characteristics: This class is distinguished from other classes in the County by the incumbent being able to provide secretarial support and independently perform payroll processes; accounts payable processes; knowledge of wage and hour laws and other federal and state employment laws. Comptroller Administrative Assistants performs technical, complex, and/or specialized office support duties which may include monitoring department budget to comply with established budget limits, legal procedures, state, federal and county policies, and office management. Comptroller Administrative Assistants are expected to provide a broad range of administrative support.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

- Assists public and other departments or agencies in person and by phone by answering inquiries relating to department records, budgets, services, and programs; receives complaints and attempts to resolve them; explains rules, policies and procedures; explains proper use and completion of forms and documents; provide technical support for payroll and accounts payable automated system and usage of the program.
- Processes payroll document timesheets on automated payroll system; verifies accuracy of time reported, time off used, insurance premiums; produces and distributes payroll checks for all employees; inputs changes to employee data files, sets up new hires and terminations; garnishments; W4 changes; generates payroll reports for insurance providers and state and federal agencies.
- Review and process accounts payable vouchers for payment; checking for compliance with applicable budget, accounting, and other regulations; first line of auditors for vouchers and correct coding; ensures all capital outlay purchases have been approved by the Commissioners; investigate any allegations of potential fraud; organizes, prepares, and codes invoices; sets up vendor files and updates vendor list; prepares checks for signature.
- Compiles and assembles information from files, records, and regulations in response to inquiries for general or specific technical information; types and prepares a variety of material including graphs, charts, reports, financial statements, resolutions, forms; composes correspondence.
- Receives and verifies bills, invoices, vouchers, purchase orders, claims, and related materials; tabulates amounts; codes data for processing; posts information to appropriate accounts, logs, and reports.
- Enters and retrieves data and prepares periodic or special reports from computer systems as requested; sets up or creates reports, spreadsheets, and databases using programmed software to meet departmental needs. Reviews and coordinates the processing of periodic/special reporting to include budget expenditure reports, projections, reconciliations; compiles related data as required.