

**MONONA COUNTY  
JOB DESCRIPTION**

**Position:**        **Deputy Auditor**

**Reports to:**     County Auditor

**Department:**   Auditor

**Revision date:** July 1993

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**GENERAL SUMMARY**

Under general supervision, assists in the operations of the County Auditor's office; assists with voter registration and elections; maintains property records; provides information to the public on a variety of matters; pays claims and maintains financial records; prepares a variety of reports; performs other tasks as assigned by the Auditor.

**ESSENTIAL JOB DUTIES**

Operates main frame computer including installing new programs and providing assistance to other departments with computer problems and performing backup procedures.

Performs several county budget procedures; develops and maintains charts of accounts for funds and departments; develops budget forms for departments; uses spread sheet to process department expenditures; prepares claims for payment and pays claims; prepares monthly reports to send to State of Iowa for reimbursements of expenditures; maintains auditor's cash book and makes deposit at bank; prepares auditor's quarterly report to Board of Supervisors.

Assists public in all aspects of elections including, but not limited to, voter registration and voting procedures; assists in all elections by processing absentee ballot requests, ordering supplies for voting machines, training precinct workers, developing ballots for local elections, programming voting machines for a specific election, and tabulating election results.

Performs a variety of miscellaneous duties including opening mail and responding as required or distributing to appropriate person, assisting with reception duties, answering phone and assisting caller or transferring as necessary, selling county dog tags, and maintaining plat books.

Performs real estate transfers to maintain an account of property owners for abstracting and tax purposes.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of basic business mathematics and generally accepted accounting principles.

Knowledge of the methods and procedures necessary for preparing and maintaining financial records and reports.

Ability to consult technical sources and documents, such as the Code of Iowa, to obtain information as related to election laws and the methods and procedures for maintaining voter registration records.

Knowledge of proper English grammar and usage including business writing techniques.

Ability to proficiently operate general office equipment, such as computer (including work processor and spreadsheet programs), desk top calculator, copy machine, and typewriter.

Ability to respond to the general public with tact and courtesy.

Ability to perform fine hand manipulation, such as drawing in plat books.

Ability to assemble and safely push and maneuver 750 lb. voting machines into appropriate voting area.

### ENTRY REQUIREMENTS

Graduation from high school diploma or G.E.D. equivalent; ability to type and familiarity with computers; familiarity with business math and generally accepted accounting principles.

### WORK ENVIRONMENT

Most work is performed indoors in an office setting. Election duties require employee to occasionally work outside the courthouse to set up voting machines in various locations within the County. Must occasionally lift books weighing up to ten pounds but could receive assistance if necessary.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
  2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
  4. The County reserves the right to change or reassign job duties or combine positions at any time.